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ADMITTED IN PA

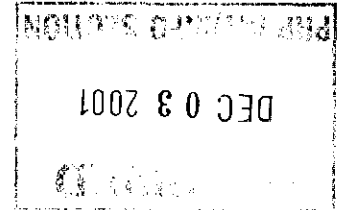
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900 HADDON AVENUE
COLLINGSWOOD, NJ 08108-1908
TELEPHONE: (856) 869-3100
FAX: (856) 854-4233

OUR FILE: HMEN-17460

November 30, 2001

Ms. Carlyn Winter Prisk (3HS11)
USEPA, Region III
1650 Arch Street
Philadelphia, PA 19103-2029

Via UPS Overnight



**Re: Required Submission of Information - Henkels & McCoy, Inc.
Clearview Landfill, Folcroft Landfill, and Folcroft Landfill
Annex - Lower Darby Creek Area Superfund Site**

Dear Ms. Prisk:

This letter and the attachment and exhibits are submitted in response to the letter of Larry S. Miller dated October 4, 2001 in connection with the above-referenced site information request of the EPA. The attached responses and exhibits are related to the Clearview Landfill, Folcroft Landfill and Folcroft Landfill Annex for the referenced time frame and all questions have been answered on behalf of Henkels & McCoy, Inc. based upon available information and as the result of a good faith and diligent investigation and search of records on the part of Henkels & McCoy, Inc.

In providing a response to this Request for Information, Henkels & McCoy, Inc. has not and shall not be deemed to have admitted any liability or responsibility with respect to the Site, the subject matter of the Request for Information, or any other matter. On the contrary, Henkels & McCoy, Inc. has no information, whatsoever, that would indicate that Henkels & McCoy, Inc. ever sent or arranged for the transport of hazardous substances or hazardous wastes to the Clearview Landfill, Folcroft Landfill or Folcroft Landfill Annex. If EPA has any information which indicates that Henkels & McCoy, Inc. ever sent or arranged for the transport or disposal of hazardous materials or hazardous wastes to/at the Site, it is respectfully requested that all such information be provided to the undersigned so that Henkels & McCoy, Inc. may conduct a further investigation and supplement these responses should additional or different information be developed in the future. Also, we specifically request that you provide us with all documents and/or other tangible things which indicate or demonstrate that Henkels & McCoy, Inc. is a potentially responsible party as related to the Site.

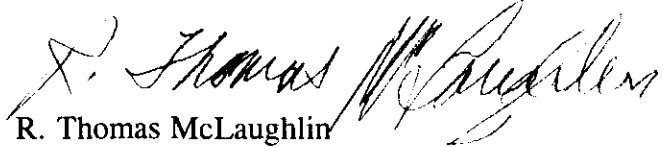
November 30, 2001

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Please contact the undersigned should you have any questions or should you need any additional information with regard to this matter. Otherwise, we thank you, again, for your prior courtesy in granting Henkels & McCoy, Inc. the extensions of time in which to respond to the Request for Information.

Very truly yours,

KELLY, McLAUGHLIN & FOSTER, LLP



R. Thomas McLaughlin

RTM/lba

cc: Brian Nishitani, Esquire

**RESPONSE OF HENKELS & McCOY, INC. TO
EPA'S REQUEST FOR INFORMATION**

Enclosure F

QUESTIONS

1. State the name of your company, its mailing address, and telephone number. Further identify:

**Henkels & McCoy, Inc.
985 Jolly Road
Blue Bell, PA 19422
215-283-7600**

- a. The dates and states of incorporation of your company;

September 26, 1958 Pennsylvania (see attached Exhibit "A").

- b. The date and original state of incorporation of your company; and

September 26, 1958 Pennsylvania (see attached Exhibit "A").

- c. The parent corporation of your company, if any, and all subsidiaries or other affiliated entities.

Henkels & McCoy, Inc. is the parent company. Subsidiaries include H&M-JBH, Inc (financial services), H&M-AMH, Inc. (financial services), Compania PMH, SA (construction support services), H&M Global One, Inc. (financial services), H&M Global Two, Inc. (financial services), Henkels de Mexico S. de R.L. de C.V. (construction), Henkels & McCoy, Inc. de Brasil Services LTDA (construction), The Mako Construction Company (construction), Henkels & McCoy Engineering Co. (engineering), Henkels & McCoy International, Ltd. (construction), Henkels & McCoy Mexico, Inc. (construction), and Henkels & McCoy Guatemala, Inc. (construction).

2. What is the current nature of the business or activity conducted at your establishment(s) in the Philadelphia, Pennsylvania area? What was the nature of your business or activity between 1958 and 1976? Please describe in detail. If the nature of your business or activity changed from the period of 1958 to 1976 to the present, please provide a detailed explanation of the changes to date.

Currently, Henkels & McCoy, Inc. provides construction, installation, maintenance, and engineering services for communications, power, gas and data cabling industries. In addition, there is a training services group and an industrial construction group. Industrial construction provides millwrighting, rigging, general construction, pipe fabrication, process piping and excavation services.

From 1958 to 1976, the same as above except not on a large scale and with the addition of landscaping and tree trimming services. Landscaping encompassed the planting of trees, shrubs, etc. Tree trimming consisted of trimming along power lines. Landscaping services were provided until approximately 1968 and tree trimming services were provided until approximately 1974.

3. Identify all persons currently or formerly employed by your establishment(s) who have or may have personal knowledge of your operations and waste disposal practices between 1958 and 1976 at your facilities in the Philadelphia, Pennsylvania area. For each such person, state that person's employer, job title, dates of employment, current address, and telephone number. If the current telephone number or address is not available, provide the last known telephone number or last known address of such person.

See attached Exhibit "B" which are copies of company phone directories for 1967 through 1978. Current or former employees contacted to date include the following:

George Davis	1967-present	Facilities Manager	215-283-7636
William Cash	1971-present	Supervisor	215-283-7401
James Helsel	1969-present	QA/QC Manager	215-283-7862
Irwin Maker	1946-1985	Retired Division Manager	[REDACTED]
Richard Kustin	1950-1990	Retired Purchasing	[REDACTED]
James Lafferty Sr.	1950-2001	Retired Equipment Dept	[REDACTED]
Todd Stong	1969-present	Safety Manager	215-283-7732
Joseph Barnett	1964-present	Dir. Performance Dept	215-283-7655
Paul Henkels	1947-present	Chairman	215-283-7901
William Siegrist	1965-present	Supervisor	[REDACTED]
Bernard Hagan	1954-1998	COO, Frmr Div Mgr	[REDACTED]

Investigation is continuing and any supplemental information will be provided.

4. Identify the owners and operators of your establishment(s) in the Philadelphia, Pennsylvania area from 1958 to the present. For each owner and operator further provide:

Privately owned corporation with numerous shareholders and major shareholders being Paul M. Henkels and John B. Henkels.

- a. The dates of their operation;
- b. The nature of their operation; and

1967 – Directors

John B. Henkels Jr. – Chairman of the Board
Andrew L. Lewis – President
Paul M. Henkels – Executive Vice President
John B. Henkels III – Vice President

Robert E. Bricker – Vice President Operations
Joseph B. Dugan – Vice President, Maryland Division
Andrew L. Lewis Jr.
Louis J. McCloskey – Secretary

1969 – Directors

John B. Henkels Jr. – Chairman of the Board
Andrew L. Lewis – President
Paul M. Henkels – Executive Vice President
John B. Henkels III – Vice President
Louis L. McCloskey – Secretary
Joseph B. Dugan – Vice President
Robert E. Bricker – Vice President Operations
Richard L. Gable – Vice President
Irwin W. Maker – Vice President
Andre L. Lewis Jr.

1972 – Directors

John B. Henkels – Chairman of the Board
Andrew L. Lewis – Chairman of the Executive Committee
Paul M. Henkels - President
Robert E. Bricker – Executive Vice President - East
John B. Henkels III – Executive Vice President - West
Edward J. Tierney – Secretary-Treasurer
Joseph B. Dugan – Vice President
Richard L. Gable – Vice President
Irwin W. Maker – Vice President
Andrew L. Lewis Jr.

1973 – Directors

John B. Henkels Jr. – Chairman of the Board
Paul M. Henkels - President
Robert E. Bricker – Executive Vice President - East
John B. Henkels III – Executive Vice President - West
Edward J. Tierney – Secretary-Treasurer
Joseph B. Dugan – Vice President
Richard L. Gable – Vice President
Irwin W. Maker – Vice President
Andrew L. Lewis Jr.

1978 – Directors

Paul M. Henkels – President
Robert E. Bricker – Executive Vice President – East
John B. Henkels III – Executive Vice President – West
Edward J. Tierney – Secretary–Treasurer
Joseph B. Dugan – Vice President
Irwin W. Maker – Vice President

Charles H. Fetters – Vice President
Kenneth W. Beamer – Vice President
Martin F. Helmus – Vice President
Regis W. Kubit – Vice President
John W. Redhouse Jr. – Vice President
James A. Hall – Vice President
Richard H. Kustin – Assistant Secretary
Charles Erisman – Assistant Treasurer
Andrew L. Lewis Jr. - Director

2001 - Directors

Paul M. Henkels – Chairman
Kenneth L. Rose - President, Chief Executive Officer
T. Roderick Henkels - Executive Vice President, Chief Operating Officer
John W. Redhouse, Jr. - Vice President
Jonathan C. Schoff - Vice President
William H. Boell - Vice President
James M. Dillahunty - Vice President
J. Daniel Pigott, Jr. - Vice President
Gary L. Smith - Vice President
Robert I. Johnston - Vice President
Christine Ann Crawford - Vice President, General Counsel, Secretary
James A. Duffy - Vice President
Denis J. Palermo - Vice President
Edward W. Campbell - Vice President
John Donmoyer, Jr. - Vice President
Joseph C. Barnett, Jr. - Assistant Secretary
Dorothy J. Clark - Assistant Secretary
Robert M. Severi - Treasurer
Joseph C. Paulits - Assistant Treasurer
Lawrence A. Marino - Assistant Treasurer

- c. All information or documents relating to the handling and/or generation, storage, treatment, recycling, formulation, disposal, or transportation of any hazardous substance, hazardous waste, pollutant, contaminant, or other waste during the period in which they were operating the establishment(s).

There is no information or documents presently available to Henkels & McCoy, Inc. which indicate that Henkels & McCoy, Inc. was involved with the handling and/or generation, storage, treatment, recycling, formulation, disposal, or transportation of any hazardous substance, hazardous waste, pollutant, contaminant, or other waste during the period of 1958 through 1976 other than as noted in the Answers below.

5. Describe the types of documents generated or maintained by your establishment(s) in the Philadelphia, Pennsylvania area concerning the handling and/or generation, storage, treatment, transportation, recycling, formulation, or disposal of any hazardous substance, hazardous waste, pollutant, contaminant or other waste between 1958 and 1976.

Based upon information presently available to Henkels & McCoy, Inc. consisting of the knowledge and/or recollections of current and/or former employees of Henkels & McCoy, Inc., no such documents exist since Henkels & McCoy, Inc. did not generate, store, treat, transport, recycle, formulate, or dispose of any hazardous substance, hazardous waste, pollutant, or contaminant between 1958 and 1976 other than as noted in the answers below. Henkels & McCoy, Inc. would have disposed of construction debris (concrete, asphalt, dirt, stone, broken pipe) during the period of 1958 through 1976.

- a. Provide a description of the information included in each type of document and identify the person who was/is the custodian of the documents;

See above answer.

- b. Describe any permits or permit applications and any correspondence between your company and/or establishment(s), and any regulatory agencies regarding the transportation and disposal of such wastes; and

None since permits or permit applications were not required to transport construction debris and construction materials.

- c. Describe any contracts or correspondence between your company and/or establishment(s) and any other company or entity regarding the transportation and disposal of such wastes.

Henkels & McCoy, Inc. would/could have hired several haulers to transport construction debris from jobsites. There is no information or records presently available to Henkels & McCoy, Inc. so as to identify the haulers that were used to transport construction debris and construction materials during the period of 1958 through 1976.

6. Identify every hazardous substance used, generated, purchased, stored, or otherwise handled at your establishment(s) in the Philadelphia, Pennsylvania area between 1958 and 1976. Provide chemical analyses and Material Safety Data Sheets ("MSDS"). With respect to each such hazardous substance, further identify:

Based upon information presently available to Henkels & McCoy, Inc. consisting of the knowledge and/or recollections of current and/or former employees of Henkels & McCoy, Inc. and various current documentation, the identity of materials potentially responsive to this Request would include the following:

Gasoline - liquid
Diesel fuel - liquid
Antifreeze - liquid
Acetylene gas (welding) - gas
Oxygen gas (welding) - gas
Welding rods - solid
Propane - gas
Hydraulic oil - liquid
Motor oil - liquid
Windshield washer fluid - liquid
Cutting oil - liquid
Other lubricants - liquid
Adhesives - liquid
Spray paint - liquid
Asphalt - solid
Pavement sealer - liquid
Concrete mix - solid

- a. The process(es) in which each hazardous substance was used, generated, purchased, stored, or otherwise handled;

Henkels & McCoy, Inc. would have utilized gasoline and diesel in its power equipment. These materials would have been stored in tanks on board equipment that was supplied by the equipment manufacturer. These items would have been purchased from a retail outlet. Motor oil, hydraulic oil, antifreeze and windshield washer fluid would also have been used in fleet vehicles and equipment.

The other items referenced above are tools/materials of the trade and would have been used in the process of construction activities. These items would have been used in a manner that there would be no waste generation due to the nature of their use.

All items would have been purchased from suppliers or retail outlets. Storage would have been in the original packaging. Oils may have been purchased in drums.

- b. The chemical composition, characteristics, and physical state (solid, liquid, or gas) of each such hazardous substance;

See above answer. Also, there are no Material Safety Data Sheets presently available with regard to these materials for the period of 1958 through 1976.

- c. The annual quantity of each such hazardous substance used, generated, purchased, stored, or otherwise handled;

There is no information or documents presently available to Henkels & McCoy, Inc. which would enable Henkels & McCoy, Inc. to respond to this Request.

- d. The beginning and ending dates of the period(s) during which such hazardous substance was used, generated, purchased, stored, or otherwise handled;

These materials would have been used by Henkels & McCoy, Inc. from the time of inception of Henkels & McCoy, Inc. to the present.

- e. The types and sizes of containers in which these substances were transported and stored; and

There is no information or documents presently available to Henkels & McCoy, Inc. which would enable Henkels & McCoy, Inc. to respond to this Request. Based upon the knowledge and/or recollections of current and/or former employees of Henkels & McCoy, Inc., these materials would have been in the manufacturer's original packaging with the exception of motor fuels and some oils.

- f. The persons or companies that supplied each such hazardous substance to your company.

There is no information or documents presently available to Henkels & McCoy, Inc. which would enable Henkels & McCoy, Inc. to respond to this Request.

7. Identify all by-products and wastes generated, stored, transported, treated, disposed of, released, or otherwise handled by your establishment(s) in the Philadelphia, Pennsylvania area between 1958 and 1976. With respect to each such by-product and waste identified, further provide:

Based upon information presently available to Henkels & McCoy, Inc. consisting of the knowledge and/or recollections of current and/or former employees of Henkels & McCoy, Inc., wastes generated by Henkels & McCoy, Inc. in the Philadelphia, Pennsylvania area between 1958 and 1976 would have included construction debris, waste oil, and municipal waste.

- a. The process(es) in which each such by-product and waste was generated, stored, transported, treated, disposed of, released, or otherwise handled;

See Answers to Request #6, above.

- b. The chemical composition, characteristics, and physical state (solid, liquid, or gas) of each such by-product or waste;

Construction debris - solid

Waste Oil - liquid

Municipal Waste - solid

Also, see Answers to Request #6, above.

- c. The annual quantities of each such by-product and waste generated, stored, transported, treated, disposed of, released, or otherwise handled;

There is no information or documents presently available to Henkels & McCoy, Inc. which would enable Henkels & McCoy, Inc. to respond to this Request.

- d. The types, sizes, and numbers of containers used to treat, store, or dispose of each such by-product or waste;

There is no information or documents presently available to Henkels & McCoy, Inc. which would enable Henkels & McCoy, Inc. to respond to this Request.

- e. The name of the individual(s) and/or company(ies) that disposed of or treated each such by-product or waste; and

There is no information or documents presently available to Henkels & McCoy, Inc. which would enable Henkels & McCoy, Inc. to respond to this Request.

- f. The location and method of treatment and/or disposal of each such by-product or waste.

Based upon information presently available to Henkels & McCoy, Inc. consisting of the knowledge and/or recollections of current and/or former employees of Henkels & McCoy, Inc., construction debris would have been taken from the construction site to a landfill or reused if possible. Municipal solid waste would have been taken to a landfill. Waste oil would have been stored in either 55 gallon drums or in an underground storage tank and eventually removed for recycling/reformulation by or on behalf of an appropriate waste hauler.

8. Did your company ever contract with, or make arrangements with Clearview, Folcroft, Folcroft Annex, Eastern Industrial, Tri-County Hauling, S. Buckly Trash Hauling, Barratt Rupurt, McCloskey Engineering, ABM Disposal Services, Marvin Jonas, Jonas Waste Removal, Paolino Company, Schiavo Bros., Inc. and/or any other company or municipality to remove or transport material from your establishment(s) in the Philadelphia, Pennsylvania area between 1958 and 1976 for disposal? If so, for each transaction identified above, please identify:

There is no information or documents presently available to Henkels & McCoy, Inc. which would enable Henkels & McCoy, Inc. to respond to this Request. Several current and/or former employees of Henkels & McCoy, Inc. recall the name of Marvin Jonas but do not recall what connection, if any, there was with said name/entity and Henkels & McCoy, Inc. in the Philadelphia, Pennsylvania area between 1958 and 1976.

- a. The person with whom you made such a contract or arrangement;

See above answer.

- b. The date(s) on which or time period during which such material was removed or transported for disposal;

See above answer.

- c. The nature of such material, including the chemical content, characteristics, and physical state (i.e., liquid, solid, or gas);

See above answer.

- d. The annual quantity (number of loads, gallons, drums) of such material;

See above answer.

- e. The manner in which such material was containerized for shipment or disposal;

See above answer. Any such materials would have consisted of construction debris that would have been placed in a dump truck for transportation and any municipal solid waste would have been picked up by a trash hauler using a trash truck.

- f. The location to which such material was transported for disposal;

See above answer.

- g. The person(s) who selected the location to which such material was transported for disposal;

See above answer.

- h. The individuals employed with any transporter identified- (including truck drivers, dispatchers, managers, etc.) with whom your establishment dealt concerning removal or transportation of such material; and

See above answer.

- i. Any billing information and documents (invoices, trip tickets, manifests, etc.) in your possession regarding arrangements made to remove or transport such material.

See above answer.

- 9. Provide the names, titles, areas of responsibility, addresses, and telephone numbers of all persons who, between 1958 and 1976, may have:

There is no information or documents presently available to Henkels & McCoy, Inc. which would enable Henkels & McCoy, Inc. to respond to this Request as related to Clearview, Folcroft, and/or Folcroft Annex sites between 1958 and 1976.

- a. Disposed of or treated materials at Clearview, Folcroft and Folcroft Annex or other areas of the Site;

See above answer.

- b. Arranged for the disposal or treatment of materials at Clearview, Folcroft and Folcroft Annex or other areas of the Site; and/or

See above answer.

- c. Arranged for the transportation of materials to Clearview, Folcroft and Folcroft Annex or other areas of the Site (either directly or through transshipment points) for disposal or treatment.

See above answer.

10. For every instance in which your establishment(s) disposed of or treated material at Clearview, Folcroft and Folcroft Annex or other areas of the Site, or arranged for the disposal or treatment of material at the Site, identify:

There is no information or documents presently available to Henkels & McCoy, Inc. which would enable Henkels & McCoy, Inc. to respond to this Request as related to Clearview, Folcroft, and/or Folcroft Annex sites between 1958 and 1976.

- a. The date(s) on which such material was disposed of or treated at the Site;

See above answer.

- b. The nature of such material, including the chemical content, characteristics, and physical state (i.e., liquid, solid, or gas);

See above answer.

- c. The annual quantity (number of loads, gallons, drums) of such material;

See above answer.

- d. The specific location on the Site where such material was disposed of or treated; and

See above answer.

- e. Any billing information and documents (invoices, trip tickets, manifests, etc.) in your company's or establishment's(s') possession regarding arrangements made to dispose of or treat such material at the Site.

See above answer.

11. Did your establishment(s), or any other company or individual ever spill or cause a release of any chemicals, hazardous substances, and/or hazardous waste, and/or non-hazardous solid waste on any portion of Clearview, Folcroft and Folcroft Annex or any other portion of the Site? If so, identify the following:

Based upon information presently available to Henkels & McCoy, Inc. consisting of the knowledge and/or recollections of current and/or former employees at Henkels & McCoy, Inc., Henkels & McCoy, Inc. did not spill or cause a release of any chemicals, hazardous substances, and/or hazardous waste, and/or non-hazardous solid waste on any portion of Clearview, Folcroft and Folcroft Annex or any other portion of the Site.

According to preliminary information provided by EPA, Henkels & McCoy, Inc. was identified to the Folcroft site through records of Tri-County Hauling

and to the Clearview site through a copy of a Records Production Subpoena related to an action in the Court of Common Pleas for Philadelphia County, Pennsylvania (Smalls v. Korman Corp., et al).

- a. The date(s) the spill(s)/release(s) occurred;

See above answer.

- b. The composition (i.e., chemical analysis) of the materials which were spilled/released;

See above answer.

- c. The response made by you or on your behalf with respect to the spill(s)/release(s); and

See above answer.

- d. The packaging, transportation, and final disposition of the materials which were spilled/released.

See above answer.

12. Please identify individuals employed by your establishment(s) who were responsible for arranging for the removal and disposal of wastes, and individuals who were responsible for payments, payment approvals, and record keeping concerning such waste removal transactions at your Philadelphia, Pennsylvania area establishment(s) between 1958 and 1976. Provide current or last known addresses and telephone numbers where they may be reached. If these individuals are the same persons identified by your answer to question 3, so indicate.

Based upon information presently available to Henkels & McCoy, Inc. consisting of the knowledge and/or recollections of current and/or former employees of Henkels & McCoy, Inc., the Henkels & McCoy, Inc. employee(s) in charge of a particular job would be responsible for the removal/disposal of wastes from the particular job and jobsite and there are no documents still in existence with regard to those jobs worked on by Henkels & McCoy, Inc. from 1958 through 1976. General office wastes would have been disposed of in the trash and there is no information or documents presently available to Henkels & McCoy, Inc. which would enable Henkels & McCoy, Inc. to identify the individual(s) who would have been responsible for the disposal of general office trash from 1958 through 1976.

13. Did you or any person or entity on your behalf ever conduct any environmental assessments or investigations relating to contamination at Clearview, Folcroft and Folcroft Annex or any other areas of the Site? If so, please provide all documents pertaining to such assessments or investigations.

Other than the investigation activities conducted by and on behalf of Henkels & McCoy, Inc. in order to respond to this Request for Information, no environmental assessments or investigations were conducted by or on behalf of Henkels & McCoy, Inc. relating to contamination at Clearview, Folcroft and Folcroft Annex or any other areas of the Site.

14. If you have any information about other parties who may have information which may assist the EPA in its investigation of the Site, including Clearview, Folcroft and Folcroft Annex, or who may be responsible for the generation of, transportation to, or release of contamination at the Site, please provide such information. The information you provide in response to this request should include the party's name, address, telephone number, type of business, and the reasons why you believe the party may have contributed to the contamination at the Site or may have information regarding the Site.

There is no information or documents presently available to Henkels & McCoy, Inc. which would enable Henkels & McCoy, Inc. to respond to this Request.

15. Representative of your establishment(s):

- a. Identify the person(s) answering these questions on behalf of your establishment(s), including full name, mailing address, business telephone number, and relationship to the company.

**Joseph Branco,
Assistant Director, Corporate Safety & Environment
Henkels & McCoy
985 Jolly Road
Blue Bell, PA 19422
215-283-7559**

**Christine Ann Crawford,
Vice President, General Counsel and Secretary
Henkels & McCoy
985 Jolly Road
Blue Bell, PA 19422
(215) 283-7931**

- b. Provide the name, title, current address, and telephone number of the individual representing your establishment(s) to whom future correspondence or telephone calls should be directed.

**R. Thomas McLaughlin, Esquire
Kelly, McLaughlin & Foster, LLP
620 West Germantown Pike, Suite 350
Plymouth Meeting, PA 19462
610-941-7925**

- 16. If any of the documents solicited in this information request are no longer available, please indicate the reason why they are no longer available. If the records were destroyed, provide us with the following:

- a. Your document retention policy;

See attached Exhibit "C" which is a copy of Henkels & McCoy's Record Retention Policy.

- b. A description of how the records were/are destroyed (burned, archived, trashed, etc.) and the approximate date of destruction;

Based upon information presently available to Henkels & McCoy, Inc. consisting of the knowledge and/or recollections of current and/or former employees of Henkels & McCoy, Inc., records destroyed most likely were disposed of in the trash pursuant to the present Record Retention Policy of Henkels & McCoy, Inc. in or prior to 1998.

- c. A description of the type of information that would have been contained in the documents; and

Based upon information presently available to Henkels & McCoy, Inc. consisting of the knowledge and/or recollections of current and/or former employees of Henkels & McCoy, Inc., job files would have contained information and documents regarding a particular job (i.e. payables, receivables, employee time sheets, subcontractors).

- d. The name, job title, and most current address known to you of the person(s) who would have produced these documents; the person(s) who would have been responsible for the retention of these documents; and the person(s) who would have been responsible for the destruction of these documents.

Based upon information presently available to Henkels & McCoy, Inc. consisting of the knowledge and/or recollections of current and/or former employees of Henkels & McCoy, Inc., anyone associated with a particular job would/could have generated documents including the foreman, supervisor, administrator, accounts receivable department, accounts payable department, etc.

CERTIFICATION OF RESPONSE TO REQUEST FOR INFORMATION

State of Pennsylvania :

County of Montgomery :

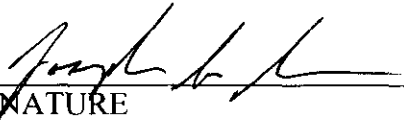
I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document (Response to EPA Request for Information) and all documents submitted herewith, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete, and that all documents submitted herewith are complete and authentic unless otherwise indicated. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. I am also aware that my company is under continuing obligation to supplement its response to EPA's Request for Information if any additional information relevant to the matters addressed in EPA's Request for Information or the company's Response thereto should become known or available to the company.

JOSEPH A. BRANCO

NAME (print or type)

ASSISTANT DIRECTOR, CORPORATE SAFETY & ENVIRONMENT


TITLE (print or type)



SIGNATURE

Sworn to before me this

29th day of November, 2001.



Notarial Seal
Sharon Jones, Notary Public
Whitpain Twp., Montgomery County
My Commission Expires Nov. 27, 2004
Member, Pennsylvania Association of Notaries

NOTARY PUBLIC

EXHIBIT “A”

Commonwealth of Pennsylvania



March 29, 1989

To All to Whom These Presents Shall Come: Greeting:

I DO HEREBY CERTIFY, That from an examination of the indices and corporate records of this department, it appears that on September 26, 1958, a Certificate of Incorporation was issued to a Pennsylvania corporation entitled

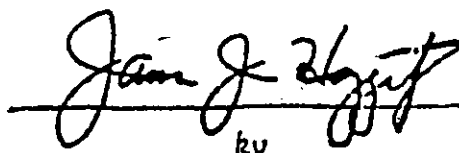
"HENKELS & MCCOY, INC."

I DO FURTHER CERTIFY, That no proceedings in dissolution adversely affecting the corporate existence of the foregoing have subsequently been filed.

WHEREFORE, it appears that this corporation remains a presently subsisting corporation as of the date hereof.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the Commonwealth to be affixed, the day and year above written.


kv

Secretary of the Commonwealth

EXHIBIT “B”

Issue No. 2 — August 1967

(Destroy Issue No. 1)

HENKELS & MCCOY — PERSONNEL DIRECTORY

(Alphabetical by States after Blue Bell)

People not otherwise indicated are mostly on telephone work, although prepared to take care of any type of work in their territories.

DIRECTORS

John B. Henkels, Jr.
Andrew L. Lewis
Paul M. Henkels
John B. Henkels, 3rd
Robert E. Bricker
Joseph B. Dugan
Andrew L. Lewis, Jr.
Louis J. McCloskey

Chairman of the Board
President
Executive Vice-President
Vice-President
Vice-President Operations
Vice-President, Maryland Division
Secretary

HEADQUARTERS—Jolly Road, Blue Bell, Pennsylvania 19422—(215) MI 6-8000

John B. Henkels, Jr.
Andrew L. Lewis
Paul M. Henkels
John B. Henkels, III
Robert E. Bricker
Joseph B. Dugan
Irwin W. Maker
Richard L. Gable
Stanley A. Woodman
Louis J. McCloskey
— Edward J. Tierney
Daniel W. Hunter
Martin F. Helmus
Charles H. Feters
Harold Horrocks
— Richard H. Kustin
James O'Neill
George Davis
Wayne W. Thompson
Charles Erisman
George E. Mobley
Magnus Stender
Robert M. Lehnen
Ann Watson
Dorothy Gill
Virginia Gabell
Constance A. Clayton

Chairman of the Board
President
Executive Vice-President
Vice-President
Vice-President Operations
Vice-President, Maryland Operations
Vice-President, Del. Valley
Vice-President, Midwest
Vice-President, West Coast
Secretary
Treasurer
Administrator
Staff, Underground
Staff, Trans. & Dist.
Director of Purchases
Asst. Director of Purchases
Office Manager
Assistant Office Manager
Sales-Vice-Pres., Staples Constr.
Assistant Comptroller
Director of Safety
Director of Tools & Chief Horticulturist
Systems & EDP
Payroll Operations Mgr.
Payroll Supervisor
Billing Supervisor
Insurance

DELAWARE VALLEY DIVISION

Blue Bell

Irwin W. Maker
Arthur C. Faust, Jr.
Frank Y. Henderson
Eugene C. Henderson
▷ William Bolt
▷ C. C. Birmingham
▷ Albert Pearson
▷ John B. Mullen
Ray Uccelletti
▷ James A. Sharp, Jr.
Frank Henderson, Jr.
▷ Arthur Brazier
▷ Merrill W. King

Vice-President, Delaware Valley
Asst. to President
Manager, Underground Dept.
Supervisor, Underground Electric & Tel.
Manager, Mainline Pipe
Supt., Mainline Pipe
Supervisor, Gas Installations
Manager, Tree Dept.
Asst. Manager, Tree Dept.
Warehouse
Message Center
Message Center
Manager, Perkiomen Industries

INDUSTRIAL DIVISION—Blue Bell

Richard E. Gibbons
Edward W. Geserick
Harry Linn
Joseph Zador
John Kurtz
Evan H. Guyer

Chief Engr. & Vice-Pres., H. & M. Engr.
Manager, Mechanical Dept.
Manager, Electrical Dept.
Asst. Manager, Industrial Dept.
Supt. Electrical
Industrial Sales

POWER TRANSMISSION & DISTRIBUTION DEPT.—Blue Bell

Wm. O. Reeside
George Conaway
Robert Farmer

Manager
Superintendent
Project Manager

EQUIPMENT DIVISION

Blue Bell

James F. Lafferty
Kenneth MacDougall
Gordon Phillips

Vice-Pres., H. & M. Equip. Co.
Equip. Manager
Equip. Office Manager

Elkhart

William Moore

Equip. Mgr., Midwest

Eugene, Ore.

Lowell VanZandt

Equip. Mgr., West Coast

CALIFORNIA

14531 Garvey Street
Baldwin Park, 91706
(213) 962-3271

Stanley A. Woodman
Theodore Krick
John Fisher
Al Arnold
Frank Alvarez

Vice-Pres., West Coast
California Manager
Asst. Manager
Office Manager
Underground Manager

CONNECTICUT

Foley Construction Co.
P.O. Box 147
Portland, 06480
(203) 342-0456

C. Thomas Foley
Robert Reilly
J. William Foley
Suzanne Nolan

Vice-Pres., Foley Constr. Co.
Supt. Underground
Supt., Electric
Office Manager

DELAWARE—Delmarva Division

Bellcore Drive—Industrial Park
New Castle, Del. 19720
(215) SA 7-6641

Royce Heebner
~~Robert Reilly~~
Bob Sloan
Frank Stingle

Delmarva Manager
Office Manager
Supt. Const.
Ins. and Outs. Elec.

FLORIDA

3629—45th Ave., N.
St. Petersburg, 33714
(813) 525-1482

George Millard

Supv. Fla. and S/E

IDAHO

Boise
Mail Box 496
Meridian, 83701
(208) 888-1286

Jerry Dancer

Area Manager

Idaho Falls
P.O. Box 534—83401
(208) 522-9442

Bruce Williams

Pocatello
P.O. Box 4585—83201
(208) 233-6230

Ray Owens
Clark W. Main

ILLINOIS

RR #4 Colony Ct.
Salem, 62881
(618) 548-0697

Robert Ratayski

Power Dist. Manager

7 Donna Road
Normal, 61761
(309) 829-4173

Ivan McDuffee

Supervisor Ill. and Mo.

INDIANA—Midwest Division

1800 Johnson Street
Elkhart, 46518
(219) 264-1121

Richard L. Gable
Malcom B. Jenkins
George Speakman
Roy Wright

Vice-President and Manager
Mgr. Operations, Midwest
Asst. Manager
Central Office

KENTUCKY

P.O. Box 498
 Lebanon, 40033
 (502) 692-4353

Roy Bramel

Supervisor Ky.

MARYLAND

Rising Sun, 21911
 (301) 658-5522

Joseph B. Dugan
 Rube Whisler
 Scotty Neal

Vice-Pres. Md. and Director
 Earthwork and UG
 Trees and Brush

P.O. Box 232
 Cockeysville
 (301) 666-2070

Don D. Fyfe

Mgr. Operations, Baltimore

MASSACHUSETTS

H.&M. Engineering Co.
 333 Bridge Street
 Springfield 01103
 (413) 737-6856

Walter A. DeFilippi

Engineering

MICHIGAN

407 S. Morton Street
 St. Johns, 48879
 (517) 224-4175

David J. Humenik

Supervisor, Michigan

NEW JERSEY

325 Shelbourne Avenue
 West Collingswood Hts., 08059
 (609) 456-3300

Norris Anders
 Weldon B. Winfrey

New Jersey Manager
 Mgr. Operations, No. Jersey

NORTH CAROLINA

2022 Sunset Avenue
 Durham, 27701
 (919) 286-1936

Ed. Vance

Supervisor, Carolinas

OHIO

215 Earl Street
 Box 501
 Arlington, 45814
 (419) 422-5075
 748 E. High Street
 New Philadelphia, 44663
 (No Code) 4-2857

Ward Reilly

Supervisor Ohio

G. Schomburg

Asst. Supervisor Ohio

OREGON—West Coast Division

Kinnan Engineering Co.
 Camas Valley, 97416
 (503) 445-2103

Stanley A. Woodman
 Frank Kinnan
 Charles Muckle
 Bernard Mayenschein

Vice-President H and M
 Vice-Pres. Kinnan Eng.
 Manager Operations N/W
 Office Manager

Coquille, Box 724—97423
 (503) 396-2296

Clarence Pense, Jr.

Medford, 97526
 (503) 772-4225

Cy Defferding

Pendleton, 97868
 (503) 443-6871

Miles Standley

Salem, Rt. 1, Box 78, 97352
 (503) 585-5642

Charles Muckle
 Paul Dillard

Manager Operations N/W
 Manager Salem

PENNSYLVANIA

340 E. Walnut Street
 York, 14031
 (717) 843-9997

Earl Hain
 Kenneth Beamer
 Armand Quigley

West Penna. Manager
 Asst. Manager
 Supv. N. Y. State
 and West. Penna.

E. H. Staples Construction Co.
 Box 149
 East Stroudsburg, 18301
 (717) 421-9060

E. H. Staples
 Wayne W. Thompson

Pres., E. H. Staples
 Vice-Pres., E. H. Staples

Perkiomen Industries
 Green Lane, 18054
 (215) BE 4-4863

Merrill W. King

Mgr. Recreation

VIRGINIA

P.O. Box 518
 8205 Watson Street
 McLean, 22101
 (703) 893-7717

Richard Miller

Mgr. Operations, Wash., D.C.

WASHINGTON

305 W. 4th Street
 Ellensburg, 98926
 (509) 925-9584

Walter Posey

Rt. 4, Box 137
 Spokane, 99204
 (509) 924-0883

Allman Pluimer

Manager

Notes

Box 1102
Vancouver, 98660
(206) 694-1575

George Coyle Manager

Box 604
Wenatchee, 98801
(509) 884-7161

Arthur W. Reider Manager

WISCONSIN

166 Lake Avenue
Montello, 53949
(414) 297-2660

Paul Dishman Supv. Wis., Neb.,
Iowa and Minn.

H. & M. ENGINEERING CO.

Paul M. Henkels
Richard E. Gibbons
Regis W. Kubit
Robert C. Heerdink
Joseph C. Barnett, Jr.
A. Sherman Mehl
Robert Mecklenborg
Robert Fisher
Jerry E. Keller
Barney A. Koch
Walter A. DeFilippi

Executive Vice-President
Vice-President
Vice-President—Blue Bell
Vice President—Elkhart
Corrosion Engineer
Corrosion Engineer
Automation Engineer
Telephone—Elkhart
Midwest Representative—Elkhart
Technical Services—Elkhart
District Manager
Springfield, Mass. 01103 (413) 737-6856
Southeastern Representative
Port Richey, Fla. 33568 (813) 846-2720
Northwestern Representative
Portland, Ore. (503) 234-7481
Northeastern Representative
Baltimore, Md. 21218 (301) 889-8546
Area Representative
Decatur, Ga. 30032 (404) 289-8917
Central Representative
Kansas City, Mo. 64068 (816) 847-6978
Area Representative
Columbus, Ohio 43224 (614) 885-9860

John P. Kirby

Joseph W. Shields

Samuel Macatee

David Rush

Harry Schultz

Robert Stranix

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HENKELS & McCOY, Inc.

PERSONNEL DIRECTORY

CORPORATE HEADQUARTERS

Jolly Road
Blue Bell, Penna., 19422
(215) 646-8000

John B. Henkels, Jr.	Chairman of the Board
Andrew L. Lewis	President
Paul M. Henkels	Executive Vice President
John B. Henkels, 3rd	Vice President
Robert E. Bricker	Vice President Operations
Louis J. McCloskey	Secretary
Edward J. Tierney	Treasurer
Charles Erisman	Asst. Treasurer
James F. Lafferty	Vice Pres. H & M Equipment Co.
Gordon H. Phillips	Asst. Equipment Manager
William H. Herman	Asst. Equipment Manager
Charles H. Feters	Staff, Transmission & Distribution
Morrie Hutner	Asst. Staff, Transmission & Distribution
Robert Farmer	Asst. Staff, Transmission & Distribution

Martin F. Helmus	Staff, Underground
Wayne W. Thompson	Staff, Sales
George E. Mobley	Director of Safety
Weldon R. Atterbury	Asst. Director of Safety
Magnus Stender	Director of Tools
Robert A. Fisher	Director of Recruiting & Training
Anthony J. Knox	Controller, Manager of Administration
Frank R. Ross	Manager, EDP & Systems
David F. Pool	Manager of Systems & Procedures
Richard H. Kustin	Director of Purchases
Robert D. Lashley	Asst. Director of Purchases
James E. O'Neill	Chief Accountant
George W. Davis	Supervisor, Cost Accounting
Howard W. Grater	Supervisor, General Ledger & Accounts Receivable
Peter J. Tyson	Supervisor, Accounts Payable & Billing
Ann Watson	Manager, Payroll Operations
Maryann Saybolt	Supervisor, Payroll
James H. Burns	Asst. Secretary & Manager Insurance
Constance A. Clayton	Supervisor, General Insurance
Ann R. MacMinn	Supervisor, Group Insurance
Lawrence L. Livinghouse	Supervisor, Administrative Services

DIRECTORS

John B. Henkels, Jr.	Chairman of the Board
Andrew L. Lewis	President
Paul M. Henkels	Executive Vice President
John B. Henkels, 3rd	Vice President
Louis J. McCloskey	Secretary
Joseph B. Dugan	Vice President
Robert E. Bricker	Vice President Operations
Richard L. Gable	Vice President
Irwin W. Maker	Vice President
Andrew L. Lewis, Jr.	

(9) CORPORATE HEADQUARTERS

(2) INDUSTRIAL DIVISION

(1) DELAWARE VALLEY DIVISION

(3) MIDWEST DIVISION

HOME PHONE NUMBERS

(4) RISING SUN DIVISION

(5) DELMARVA DIVISION

INDUSTRIAL DIVISION
Jolly Road
Blue Bell, Pennsylvania 19422
(215) 646-8000

Richard E. Gibbons	Division Manager
Harry Linn, Jr.	Manager, Operations
Joseph M. Giambrone	Office Manager
John D. Shimer	Cost Analyst
Anthony P. Bianco	Millwright Superintendent
Charles R. Hunter	Project Superintendent
John Kurtz	Electric Superintendent
James F. Reid	Project Superintendent
Michael Vernamonti	Project Superintendent

- (2) INDUSTRIAL DIVISION
- (1) DELAWARE VALLEY DIVISION
- (3) MIDWEST DIVISION
- HOME PHONE NUMBERS
- (4) RISING SUN DIVISION
- (5) DELMARVA DIVISION
- (7) NEW JERSEY DIVISION

DELAWARE VALLEY DIVISION

Blue Bell, Penna. 19422

Jolly Road

(215) 646-8000

Irwin W. Maker	Vice President & Division Manager
Frank Y. Henderson	Manager Underground Department
William O. Reeside	Manager Power Transmission and Distribution Dept.
Herbert J. Carlson	Manager Tree Department
John J. Burns	Assistant Manager Tree Department
Arthur C. Faust, Jr.	Manager Transmission Pipeline Department
C. C. Birmingham	General Superintendent Transmission Pipeline Dept.
Lloyd Reeves, Jr.	Manager Equipment Department
Howard P. Hendrickson, Jr.	Assistant Manager Equipment Department
Eugene C. Henderson	General Superintendent Underground Electric & Telephone
George T. Conaway	General Superintendent of Power
Albert G. Pearson	General Superintendent Gas Distribution
William W. George	Supervisor Gas Distribution — Philadelphia Electric Company
Thomas W. Stevens	Supervisor Gas Distribution — Philadelphia Gas Works
Walter F. Tucker	Assistant Supervisor Gas Distribution — Philadelphia Gas Works
Paul Hendrix	Supervisor Cable Plowing
Gary Redhouse	Assistant Supervisor Cable Plowing
James A. Sharp, Jr.	Superintendent Warehouse and Stores
Joseph M. Giambrone	Office Manager
J. Wilson Heron	Systems and Controls
John F. Tierney	Security and Investigation

(1) DELAWARE VALLEY DIVISION

(3) MIDWEST DIVISION

HOME PHONE NUMBERS

(4) RISING SUN DIVISION

(5) DELMARVA DIVISION

(7) NEW JERSEY DIVISION

MIDWEST DIVISION

Elkhart, Ind. 46514

1800 Johnson St.

(219) 264-1121

Richard L. Gable	Vice Pres. & Division Manager
Malcom B. Jenkins	Manager, Operations
Glen R. Geesaman	Office Manager
Lowell E. VanZandt	Equipment Manager
Edgar L. Custer	Tool Manager
Robert Ratayski	Electric Power Manager
Ridley A. McElroy	Central Office Installation & Maintenance
Joseph E. Shaubergner	Personnel

SUPERVISORS**FLORIDA**4520 W. Buffalo Ave.
Tampa, Fla. 33614
(813) 872-5571George A. Millard
Robert R. Jenkins
Joseph ZaragozaSupervisor of Fla., Ala., Ga. (Tel.)
Asst. Supervisor
Asst. Supervisor
Ft. Myers, Fla. (Tel.) (813) 542-6025**ILLINOIS**7 Donna Dr. (Tel.)
Normal, Ill. 61761
(309) 452-5335Ivan J. McDuffee
G. Leo SimmonsSupervisor, Illinois & Missouri (Tel.)
Asst. Supervisor, Illinois &
Missouri (Tel.)
Box 383, 107A E. Main St. (Power)
Salem, Ill. 62881
(608) 548-0697Raymond D. Bickings
Larry G. BrownSupervisor, Trans. & Distribution (Power)
Office Supervisor & Estimator (Power)**INDIANA**2119 Frederick Drive
Marion, Ind. 46952
(317) 664-6329Charles A. Muckle
Don W. DuceySupervisor, Indiana (Tel.)
Asst. Supervisor, Indiana (Tel.)
606 S. Union (Power)
P.O. Box 536
Warsaw, Indiana 46580
(219) 267-2119

John L. Dawes

Supervisor, Trans. & Distribution
(Power)**KENTUCKY**P.O. Box 498 (Tel.)
Lebanon, Ky. 40033
(502) 692-4353

Roy N. Bramel

Supervisor, Kentucky

MICHIGAN407 S. Morton St. (Tel.)
St. Johns, Mich. 48879
(517) 224-4175David J. Humenik
Robert D. Chalmers
Thomas J. KilmartinSupervisor, Michigan (Tel.)
Asst. Supervisor, Michigan (Tel.)
Asst. Supervisor, Michigan (Tel.)**NORTH CAROLINA**P.O. Box 40
Crossnore, N.C. 28616
(704) 733-5681

Edward T. Vance

Supervisor, N.C., S.C., W.VA., VA.,
TENN. (Tel.)**OHIO**215 Earl St. (Tel.)
Arlington, Ohio 45814
(419) 365-5059Ward R. Reilly
G. C. Schomburg
Robert F. StranixSupervisor, Ohio (Tel.)
Asst. Supervisor, Ohio (Tel.)
Asst. Supervisor, Ohio (Tel.)**WISCONSIN**Box 193, 166 Lake St. (Tel.)
Montello, Wis. 53949
(414) 297-2660

Paul R. Dishman

Supervisor, Wis., Minn., Iowa,
Nebr. (Tel.)

RISING SUN DIVISION
W. Main Street
Rising Sun, Maryland 21911
(301) 658-5522

Joseph B. Dugan
Ralph Neal
Madolyn Harris
Carl Steppe

Vice Pres. & Division Manager
Tree Department
Office Manager
Construction

- (4) RISING SUN DIVISION**
- (5) DELMARVA DIVISION**
- (7) NEW JERSEY DIVISION**

DELMARVA DIVISION

Belcore Drive — Industrial Park

New Castle, Del., 19720

Philadelphia Line (215) 727-6641

Delaware Line (302) 328-1586

Royce R. Heebner	Division Manager
Robert J. Sloan	Superintendent, Construction
Frank Stingle	Superintendent, Electric
Caroline W. Morton	Office Manager

MARYLAND OFFICE P.O. Box 232
Cockeysville, Md. 21030
(301) 666-2070

Donald McCormick	Superintendent, Construction
------------------	------------------------------

Joseph Powers	Office Manager
---------------	----------------

(5) DELMARVA DIVISION

(7) NEW JERSEY DIVISION

NEW JERSEY DIVISION

325 Shelbourne Ave.

Mt. Ephraim, N.J. 08059

(609) 456-3300

Norris H. Anders	Division Manager
Weldon B. Winfrey	Manager Operations
George E. Speakman	Asst. Division Manager
Edward J. Murphy	Office Manager
Richard Boller	Supervisor

NORTH JERSEY

P.O. Box 28
50 E. Stuart St.
Washington, N.J. 07882

(201) 689-4640

(201) 689-0727

Avenel, N.J.

(201) 636-3321

ENGINEERING DIVISION

**Jolly Road
Blue Bell, Pa. 19422
(215) 646-8000**

Daniel W. Hunter	Division Manager
John L. Goodrich	Manager, Telephone Engineering
Regis W. Kubit	Chief Engineer, Project Engineering

MIDWESTERN OFFICE **1800 Johnson Street
Elkhart, Ind. 46514
(219) 264-1121**

Jerry E. Keller	Regional Manager
George E. Marshall	Assistant Regional Manager

MOUNTAIN STATES OFFICE
**Route 3
Box 363 C
Aurora, Colorado 80010
(303) 366-8942**

Bruce W. Williams	Regional Manager
--------------------------	-------------------------

SOUTHEASTERN OFFICE **4520 West Buffalo Ave.
Tampa, Fla. 33614
(813) 877-5913**

G. James Mohr	Regional Manager
----------------------	-------------------------

(6) ENGINEERING DIVISION

(12) SOUTHWEST DIVISION

(8) NORTHWEST DIVISION

(21) HENKEL'S PIPELINE SERVICES, INC.

(11) NEW ENGLAND DIVISION

(86) PERKIOMEN INDUSTRIES

(10) YORK DIVISION

SOUTHWEST DIVISION

**14529 E. Garvey Street
Baldwin Park, Calif. 91706
(213) 962-3271**

Theodore H. Krick	Division Manager
Oscar L. Hester	Superintendent Underground
James W. Herbrand	Superintendent Telephone
Frank L. Brundage	Superintendent Central California
James Strong	Office Manager
Terry L. Klein	Superintendent Arizona

ARIZONA

Temp. Office
3033 North Central
Suite 211
Phoenix, Ariz. 85012
(602) 274-1771

Temp. Office
4054 E. Fairmont St.
Tucson, Arizona 85716
(602) 624-8261

(12) SOUTHWEST DIVISION

(8) NORTHWEST DIVISION

(21) HENKEL'S PIPELINE SERVICES, INC.

(11) NEW ENGLAND DIVISION

(86) PERKIOMEN INDUSTRIES

(10) YORK DIVISION

NORTHWEST DIVISION
P.O. BOX 20007
5031 N.E. 148th Ave.
Portland, Oregon 97220 (503) 255-5125

Stanley A. Woodman	Vice Pres. & Division Manager
John W. Redhouse, Jr.	Manager
Weston P. Hurd	Office Manager
William Gary Newlun	Equipment Manager
Herman Wenke	Lead Mechanic

WESTERN OREGON 5336 Windsor Island Road, N.
Salem, Oregon 97303
(503) 585-2326

Walter D. Posey	Area Manager
Glen H. Welker	Asst. Area Manager

RESEARCH & DEVELOPMENT

Route 1, Box 31
Camas Valley, Oregon 97416
(503) 445-2146

Kenneth G. Bright	Manager
-------------------	---------

EASTERN OREGON P.O. Box 539
Pilot Rock, Oregon 97868

Miles O. Standley	Area Manager (503) 443-6871
Charles Hack	Asst. Area Manager (503) 276-6496

EASTERN WASHINGTON

P.O. Box 207
Spokane, Wash. 99210

Paul K. Sellars	Area Manager (509) 624-6210
Allman F. Pluimer	Asst. Area Manager (509) 924-0883

IDAHO P.O. Box 496
Meridian, Idaho 83642
(208) 888-1286

Gerald N. Dancer	Area Manager
Clinton Sponsler	Asst. Area Manager

NORTHERN CALIFORNIA

9171 Elk Grove Blvd.
Sacramento, Calif. 95624
(916) 685-9480

James H. Cobb	Area Manager
John Buzzard	Office

(8) NORTHWEST DIVISION

(21) HENKEL'S PIPELINE SERVICES, INC.

(11) NEW ENGLAND DIVISION

(86) PERKIOMEN INDUSTRIES

(10) YORK DIVISION

HENKELS PIPELINE SERVICES, INC.

**1031 N. Columbia Place
Tulsa, Okla. 74110
(918) 939-5481**

Norris H. Anders

Manager

A. Sherman Mehl

Resident Manager

Weldon B. Winfrey

Operations

(21) HENKEL'S PIPELINE SERVICES, INC.

(11) NEW ENGLAND DIVISION

(86) PERKIOMEN INDUSTRIES

(10) YORK DIVISION

NEW ENGLAND DIVISION

**Route 66, P.O. Box 147
Portland, Conn. 06480
(203) 342-0456**

Robert J. Reilly	Division Manager
George S. Brede	General Foreman
Edward Kowalski	Superintendent Inside Electric
Samuel T. Hill	Office Manager

**(11) NEW ENGLAND DIVISION
(86) PERKIOMEN INDUSTRIES
(10) YORK DIVISION**

PERKIOMEN INDUSTRIES

**Green Lane, Pa. 18054
(215) 234-4863**

Merrill W. King

Manager Recreation

(86) PERKIOMEN INDUSTRIES

(10) YORK DIVISION

YORK DIVISION

P. O. Box 1742

York, Pa. 17405

717-266-3634

LOCATION

Exit #12, Harrisburg—York Expressway

Route 83, Strinestown, Pa.

Earl A. Hain, Sr.

Kenneth W. Beamer

Armand N. Quigley

Raymond L. Ward

Thomas Dudek

Division Manager

Manager of Operations

Supervisor

Supervisor

Office Manager

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HENKELS & McCOY, Inc.

PERSONNEL DIRECTORY

DIRECTORS

John B. Henkels, Jr.	Chairman of the Board
Andrew L. Lewis	Chairman of the Executive Committee
Paul M. Henkels	President
Robert E. Bricker	Executive Vice President—East
John B. Henkels, III	Executive Vice President—West
Edward J. Tierney	Secretary-Treasurer
Joseph B. Dugan	Vice President
Richard L. Gable	Vice President
Irwin W. Maker	Vice President
Andrew L. Lewis, Jr.	

CORPORATE HEADQUARTERS

Jolly Road
Blue Bell, Pennsylvania 19422
(215) 646-8000

John B. Henkels, Jr.	Chairman of the Board
Andrew L. Lewis	Chairman of the Executive Committee
Paul M. Henkels	President
Robert E. Bricker	Executive Vice President—East
John B. Henkels, III	Executive Vice President—West
Charles H. Feters	Vice President, Transmission & Distribution
Martin F. Helmus	Vice President
Edward J. Tierney	Secretary-Treasurer
Charles Erisman	Assistant Treasurer
James F. Lafferty	Vice Pres., H & M Equipment Co.
Gordon H. Phillips	Assistant Equipment Manager
William H. Herman	Assistant Equipment Manager
George W. Davis	Assistant Staff, Transmission & Distribution
Robert Farmer	Assistant Staff, Transmission & Distribution
James A. Hall	Assistant Staff, Transmission & Distribution
Wayne W. Thompson	Staff, Sales
George E. Mobley	Director of Safety
Welton R. Atterbury	Assistant Director of Safety
Walter F. Tucker	Assistant Director of Safety
Magnus Stender	Director of Tools
Robert Lehnen	Internal Auditor, Security Officer
Richard H. Kustin	Director of Purchases & Assistant Secretary
Robert D. Lashley	Assistant Director of Purchases
Gary L. Shetzline	Director of Administration
David F. Pool	Asst. Director of Administration
David Duryea	Supervisor, Programming
James E. O'Neill	Chief Accountant
Gerald F. Higgins	Cost Accountant
Howard W. Grater	Supervisor, General Ledger & Accounts Receivable

CORPORATE HEADQUARTERS

Jolly Road

Blue Bell, Pennsylvania 19422

(215) 646-8000

John B. Henkels, Jr.	Chairman of the Board
Andrew L. Lewis	Chairman of the Executive Committee
Paul M. Henkels	President
Robert E. Bricker	Executive Vice President—East
John B. Henkels, III	Executive Vice President—West
Charles H. Feters	Vice President, Transmission & Distribution
Martin F. Helmus	Vice President
Edward J. Tierney	Secretary-Treasurer
Charles Erisman	Assistant Treasurer
James F. Lafferty	Vice Pres., H & M Equipment Co.
Gordon H. Phillips	Assistant Equipment Manager
William H. Herman	Assistant Equipment Manager
George W. Davis	Assistant Staff, Transmission & Distribution
Robert Farmer	Assistant Staff, Transmission & Distribution
James A. Hall	Assistant Staff, Transmission & Distribution
Wayne W. Thompson	Staff, Sales
George E. Mobley	Director of Safety
Welton R. Atterbury	Assistant Director of Safety
Walter F. Tucker	Assistant Director of Safety
Magnus Stender	Director of Tools
Robert Lehn	Internal Auditor, Security Officer
Richard H. Kustin	Director of Purchases & Assistant Secretary
Robert D. Lashley	Assistant Director of Purchases
Gary L. Shetzline	Director of Administration
David F. Pool	Asst. Director of Administration
David Duryea	Supervisor, Programming
James E. O'Neill	Chief Accountant
Gerald F. Higgins	Cost Accountant
Howard W. Grater	Supervisor, General Ledger & Accounts Receivable
Caroline Waldron	Group Leader, Accounts Payable
Joanne Antrim	Group Leader, Billing
Ann E. Watson	Manager, Payroll Operations
Maryann Saybolt	Supervisor, Payroll
Constance A. Clayton	Insurance Manager
Ann R. MacMinn	Supervisor, Group Insurance
L. L. Mike Livinghouse	Supervisor, Administrative Services

(9) CORPORATE HEADQUARTERS

(1) DELAWARE VALLEY DIVISION

(2) INDUSTRIAL DIVISION

(3) MIDWEST DIVISION

(4) RISING SUN DIVISION

(5) DELMARVA DIVISION

(6) ENGINEERING DIVISION

HOME TELEPHONE NUMBERS

DELAWARE VALLEY DIVISION

Jolly Road

Blue Bell, Pennsylvania 19422

(215) 646-8000

Irwin W. Maker	Vice President & Div. Manager
Frank Y. Henderson	Manager Underground Dept.
Albert G. Pearson	General Supt. Gas Distr.
William G. George	Supervisor Gas Distribution— Philadelphia Electric Co.
Thomas W. Stevens	Supervisor Gas Distribution— Philadelphia Gas Works
Eugene C. Henderson	General Supt. Underground Electric & Telephone
Paul Hendrix	Supervisor Cable Plowing
Gary Redhouse	Asst. Supervisor Cable Plowing
Maurice Lewis	Supv. Misc. Underground Work
Donald Deebel	Supervisor Paving
Clarence Hilyard	Asst. Supervisor Elect. & Tele. Underground & Tree Work
Bernie Hagen	General Superintendent Elec. Combo & U.R.D.
William O. Reeside	Manager Power Transmission Distribution Dept.
George T. Conaway	General Supt. of Power
Don Stilley	Supervisor Commercial Power Projects
Arthur C. Faust	Manager Trans. Pipeline Dept.
Albert Swanson	Assistant Manager Trans. Pipeline Dept.
C. C. Birmingham	General Superintendent Trans. Pipeline Dept.
Edward Walter	Chief Engineer Pipeline Dept.
John Burns	Manager Tree Department
Arthur Adams	Supervisor Tree Department
Chris Craig	Manager Equipment Dept.
Howard P. Hendrickson, Jr.	Asst. Manager Equipment Dept.
James A. Sharp, Jr.	Superintendent Warehouse & Stores
Joseph M. Giambrone	Office Manager

(1) DELAWARE VALLEY DIVISION

(2) INDUSTRIAL DIVISION

(3) MIDWEST DIVISION

(4) RISING SUN DIVISION

(5) DELMARVA DIVISION

(6) ENGINEERING DIVISION

HOME TELEPHONE NUMBERS

INDUSTRIAL DIVISION
Jolly Road
Blue Bell, Pennsylvania 19422
(215) 646-8000

Richard E. Gibbons	Division Manager
Harry Linn, Jr.	Manager, Operations
John R. Kurtz	Manager, Electrical Dept.
Theodore V. Pajek	Manager, General Dept.
Frank Seal	Office Manager
Anthony P. Bianco	Millwright Superintendent
James F. Reid	Project Superintendent
Edward Semales	Project Superintendent
Edwin E. Lunn	Electrical Estimator, Supt.
William Mohr	Supervisor
Alvin Uhlig	Supervisor
William J. Beaver	Supervisor
Clifford Ways	Supervisor
Jack Gardner	Supervisor

(2) INDUSTRIAL DIVISION

(3) MIDWEST DIVISION

(4) RISING SUN DIVISION

(5) DELMARVA DIVISION

(6) ENGINEERING DIVISION

HOME TELEPHONE NUMBERS

MIDWEST DIVISION
Elkhart, Indiana 46514
1800 Johnson Street
(219) 264-1121

Richard L. Gable	Vice President & Division Manager
William C. McAlaine	Executive Assistant
Malcom B. Jenkins	Manager, Operations
Earl S. Punchard	Office Manager
Lowell E. VanZandt	Equipment Manager
Edgar L. Custer	Tool Manager
Ridley A. McElroy	Central Office Installation & Maintenance
Joseph E. Shauburger	Personnel
Harry Faint	Safety Director

Area Offices

ILLINOIS	R.R. #2 Bloomington, Illinois 61701 (309) 829-1443
Ivan J. McDuffee	Supervisor, Illinois & Missouri (Tel.)
G. Leo Simmons	Assistant Supervisor, Illinois & Missouri (Tel.) Box 383, 107A E. Main St. (Power) Salem, Illinois 62881 (618) 548-0697
Robert Ratayski	Supervisor (Power)
Raymond D. Bickings	Supervisor, Trans. & Distribution (Power)
INDIANA	2210 N. Miller Avenue Marion, Indiana 46952 (317) 384-5272 (Sweetser, Ind.)
Charles A. Muckle	Supervisor, Indiana (Tel.)
Earl Wylie	Assistant Supervisor, Indiana (Tel.)
KENTUCKY	P.O. Box 498 (Tel.) Lebanon, Kentucky 40033 (502) 692-4353
Roy N. Bramel	Supervisor, Kentucky
MICHIGAN	407 S. Morton Street (Tel.) St. Johns, Michigan 48879 (517) 224-4175
David J. Humenik	Supervisor, Michigan (Tel.)
Robert D. Chalmers	Assistant Supervisor, Michigan (Tel.)
Thomas J. Phillips	Assistant Supervisor, Michigan (Tel.)
NORTH CAROLINA	P.O. Box 40 (Tel.) Crossnore, North Carolina 28616 (704) 733-5681
Edward T. Vance	Supervisor, N.C., S.C., W.Va., Va., Tenn. (Tel.)
OHIO	215 Earl Street (Tel.) Arlington, Ohio 45814 (419) 365-5059
Ward R. Reilly	Supervisor, Ohio (Tel.)
G. C. Schomburg	Assistant Supervisor, Ohio (Tel.)
WISCONSIN	P.O. Box 278 (Tel.) Montello, Wisconsin 53949 (414) 297-2660
Paul R. Dishman	Supervisor, Wis., Minn., Iowa, Nebr. (Tel.)

(3) MIDWEST DIVISION

(4) RISING SUN DIVISION

(5) DELMARVA DIVISION

(6) ENGINEERING DIVISION

HOME TELEPHONE NUMBERS

RISING SUN DIVISION
W. Main Street
Rising Sun, Maryland 21911
(301) 658-5522

Joseph B. Dugan
Carl Steppe
Ralph Neal
Madolyn Harris

Vice Pres. & Division Manager
Construction Supervisor
Tree Department Supervisor
Office Manager

(4) RISING SUN DIVISION
(5) DELMARVA DIVISION
(6) ENGINEERING DIVISION
HOME TELEPHONE NUMBERS

DELMARVA DIVISION
Bellcor Drive - Industrial Park
New Castle, Delaware 19720
Philadelphia Line (215) 727-6641
Delaware Line (302) 328-1586

Royce R. Heebner	Division Manager
Thomas J. Kilmartin	Assistant to the Manager
Robert J. Sloan	Superintendent, Construction
Frank Stingle	Superintendent, Electric
Caroline W. Morton	Office Manager

Area Offices

MARYLAND OFFICE	P.O. Box 232 Cockeysville, Maryland 21030 (301) 666-2070
------------------------	--

Donald McCormick	Superintendent, Construction
Cecil P. Gough	Office Manager

FLORIDA OFFICE	4520 W. Buffalo Avenue Tampa, Florida 33614 (813) 872-5571
-----------------------	--

Joseph Powers	Area Manager
James Minton	Supervisor of Operations
Joseph Zaragoza	Supervisor of Crafts

(5) DELMARVA DIVISION
(6) ENGINEERING DIVISION
HOME TELEPHONE NUMBERS

ENGINEERING DIVISION
Jolly Road
Blue Bell, Pennsylvania 19422
(215) 646-8000

Regis Kubit Chief Engineer & Div. Manager

CORROSION ENGINEERING

Joseph C. Barnett Manager, Corrosion Control
William Schutt Corrosion Control Construction
James Mulhern Corrosion Control Marketing

TECHNICAL SERVICES

Stanley M. Simkins Manager
Neal E. Schoen Assistant Manager

COMMUNICATION ENGINEERING

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(215) 646-8000
Douglas E. Thompson Regional Manager
John Gage Administration
Jesse Vargus Area Supervisor, Pennsylvania

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Lynn C. Scott Area Supervisor
New York & New England
108 Roxboro Circle
Syracuse, New York 13211
(315) 454-2070

MIDWESTERN OFFICE 1800 Johnson Street
Elkhart, Indiana 46514
(219) 264-0641
Jerry E. Keller Regional Manager

Area Offices

Ned Everingham Area Supervisor, Ohio
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George Marshall Local Supervisor
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Northglen, Colorado 80233
(303) 452-0321
Bruce W. Williams Regional Manager

Area Offices

William R. Balling Area Supervisor
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California & Western Texas
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Phoenix, Arizona 85021
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William A. Butterfield Area Supervisor
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Idaho & Nevada
5031 N.E. 148th Avenue
Portland, Oregon 97220
(503) 255-5125

SOUTHEASTERN OFFICE 4805 Hesperdeo
Tampa, Florida 33614
(813) 877-5275
G. James Mohr Regional Manager
P. W. Houston Area Supervisor, Florida

Area Offices

Vincie L. Pilgreen Area Supervisor, Louisiana,
Texas, Arkansas & Mississippi
3505 Cypress Street
West Monroe, Louisiana 71291
(318) 322-1451
John Carr Local Supervisor
5740 Clarewood Street
Houston, Texas 77036
(713) 665-0850
William Johnson Area Supervisor, Alabama,

NEW JERSEY DIVISION
Elbow Lane
P.O. Box 218
Burlington, New Jersey 08016
(609) 387-9000

Norris H. Anders	Division Manager
George E. Speakman	Assistant Division Manager
Weldon B. Winfrey	Manager Operations
Jean P. Langlois	Superintendent, Electric Transmission & Distribution
Edward J. Murphy	Office Manager

Area Offices

Richard Boller	Supervisor 1 Morton Place Colonia, New Jersey 07067 (201) 381-7766 (201) 636-3321
James Lampert	Supervisor P.O. Box 28 50 E. Stuart Street Washington, New Jersey 07882 (201) 689-4640 (201) 689-0727

(7) NEW JERSEY DIVISION

(8) NORTHWEST DIVISION

(10) YORK DIVISION

(11) NEW ENGLAND DIVISION

(12) SOUTHWEST DIVISION

(21) HENKELS PIPELINE SERVICES, INC.

1001 FERRIOMEN INDUSTRIES

NORTHWEST DIVISION**P.O. Box 20007****5031 N.E. 148th Avenue****Portland, Oregon 97220****(503) 255-5125****John B. Henkels, III****Executive Vice President—West
4226 S. Cumberland Road
Salt Lake City, Utah 84117
(801) 278-5674****John W. Redhouse, Jr.****Division Manager****Miles O. Standley****Operations Manager****Weston P. Hurd****Office Manager****Dean Haug****Equipment Manager****Jerry Borchardt****Power Manager****Gary Newlun****Plowing & Roads Supt.****Larry Jones****Micro Wave Supt.****Area Offices****WESTERN OREGON****7685 Lardon Road
Salem, Oregon 97303
(503) 362-3009****Dale VanCleave****Area Manager****Clarence Pense****Supervisor****Frank Huckins****T.V. Superintendent****EASTERN OREGON****P.O. Box 539
Pilot Rock, Oregon 97868
(503) 443-6871****Charles Hack****Area Supervisor****Wade Nodine****Area Supervisor****Robert Carter****Area Supervisor****WESTERN
WASHINGTON &
PORTLAND, OREGON****1103 Cunningham Lane
Salem, Oregon 97302
(503) 364-7010****Dale Finberg****Area Manager****Ken Belknap****Supervisor****Terry Heffernan****Supervisor****EASTERN
WASHINGTON
Cal Shoemaker****Area Supervisor
Route 3, Box 700
Yakima, Washington 98901
(509) 453-4272****James Munch****Area Supervisor
1423 S.E. Second Street
East Wenatchee, Washington
(509) 884-6818****IDAHO****P.O. Box 496
Meridian, Idaho 83642
(208) 888-1286****James Powell****Area Manager****Ray Blair****Area Supervisor****Gene Meyers****Gas Superintendent****(8) NORTHWEST DIVISION****(10) YORK DIVISION****(11) NEW ENGLAND DIVISION****(12) SOUTHWEST DIVISION****(21) HENKELS PIPELINE SERVICES, INC.****(00) PERKINSON INDUSTRIES**

YORK DIVISION

P.O. Box 1742

York, Pennsylvania 17405

(717) 266-5641

LOCATION

Exit #12, Harrisburg-York Expressway

Route 83, Strinestown, Pennsylvania

Kenneth W. Beamer	Division Manager
Thomas Dudek	Office Manager
Armand N. Quigley	Supervisor
Raymond L. Ward	Supervisor
John Parry	Supervisor
Richard Hallett	Supervisor
Lewis Flick	Supervisor
Fred Sample	Supervisor
William Theurer	Supervisor
Kenneth MacDougall	Supervisor
Gene Tang	Supervisor

(10) YORK DIVISION

(11) NEW ENGLAND DIVISION

(12) SOUTHWEST DIVISION

(21) HENKELS PIPELINE SERVICES, INC.

(00) PERKINSON INDUSTRIES

NEW ENGLAND DIVISION

Route 66, P.O. Box 147

Portland, Connecticut 06480

(203) 342-0456

Robert J. Reilly

Warren L. Miller

George S. Brede

Division Manager

Contract Superintendent

General Foreman

(11) NEW ENGLAND DIVISION

(12) SOUTHWEST DIVISION

(21) HENKELS PIPELINE SERVICES, INC.

(00) PERKINS INDUSTRIES

SOUTHWEST DIVISION

2224 W. Shangri-La Road

Phoenix, Arizona 85029

(602) 943-3475

John B. Henkels, III

**Executive Vice President—West
4226 S. Cumberland Road
Salt Lake City, Utah 84117
(801) 278-5674**

Roy D. Simpson

Division Manager

James E. Strong

Office Manager

Roger N. Snodgrass

Superintendent

Joseph Margist

Superintendent

CALIFORNIA OFFICE

**14529 East Garvey Boulevard
Baldwin Park, California 91706
(213) 962-3271**

Leon Boykin

Superintendent

Richard Leos

Superintendent

(12) SOUTHWEST DIVISION

(21) HENKELS PIPELINE SERVICES, INC.

(800) PERKINS INDUSTRIES

HENKELS PIPELINE SERVICES, INC.

1031 N. Columbia Place

Tulsa, Oklahoma 74110

(918) 939-5481

Norris H. Anders

A. Sherman Mehl

Weldon D. Winfrey

Manager

Resident Manager

Operations

(21) HENKELS PIPELINE SERVICES, INC.

1001 TERRACOM INDUSTRIES

PERKIOMEN INDUSTRIES
Box 492
Green Lane, Pennsylvania 18054
(215) 234-4863

Merrill W. King

Manager Recreation

(86) PERKIOMEN INDUSTRIES

Joe B. Allen
ISSUE NO. 7 — NOV. 1973

(destroy previous issue)

HENKELS & McCOY, Inc.

PERSONNEL DIRECTORY

TELEPHONE NUMBERS

DIRECTORS

John B. Henkels, Jr. Chairman of the Board
Paul M. Henkels President
Robert E. Bricker Executive Vice President—East
John B. Henkels, III Executive Vice President—West
Edward J. Tierney Secretary-Treasurer
Joseph B. Dugan Vice President
Richard L. Gable Vice President
Irwin W. Maker Vice President
Andrew L. Lewis, Jr.

~~Bauer~~
Hebner
Radhouse
Kubit
Lewis
Helms

TWX 510-661-3963

CORPORATE HEADQUARTERS
Jolly Road
Blue Bell, Pennsylvania 19422
(215) 646-8000

John B. Henkels, Jr.	Chairman of the Board
Paul M. Henkels	President
Robert E. Bricker	Executive Vice President—East
John B. Henkels, III	Executive Vice President—West
Richard L. Gable	Vice President, Corporate Planning
Charles H. Feters	Vice President,
	Transmission & Distribution
Martin F. Helmus	Vice President
Edward J. Tierney	Secretary-Treasurer
Charles Erisman	Assistant Treasurer
Richard E. Gibbons	Industrial Manager
James F. Lafferty	Vice Pres., H & M Equipment Co.
William H. Herman	Assistant Equipment Manager
Caroline Waldron	Equipment Company Administrator
George W. Davis	Assistant Staff,
	Transmission & Distribution
Robert Farmer	Assistant Staff,
	Transmission & Distribution
Gary Shetzline	Assistant Staff,
	Transmission & Distribution
Wayne W. Thompson	Staff, Sales
Walter F. Tucker	Assistant Director of Safety
Welton R. Atterbury	Assistant Director of Safety
Magnus Stender	Director of Tools
Robert M. Lehnen	Internal Auditor, Security Officer
Richard H. Kustin	Director of Purchases &
	Assistant Secretary
Robert D. Lashley	Assistant Director of Purchases
Ann E. Watson	Director of Administration
David F. Pool	Director of Information Systems
David Duryea	Supervisor, Programming
Joseph L. Zanine	Supervisor, E.D.P. Operations
James E. O'Neill	Chief Accountant
Gerald F. Higgins	Cost Accountant
Howard W. Grater	Supervisor, General Accounting
Shirley McKay	Supervisor, Accounts Payable
Joanne Antrim	Supervisor, Billing & Accounts
	Receivable
Maryann Saybolt	Manager, Payroll
Kay McMann	Supervisor, Payroll
Gordon H. Phillips	Manager, Insurance
Ann R. MacMinn	Supervisor, Group Insurance
L. L. Mike Livinghouse	Supervisor, Administrative Services

(9) CORPORATE HEADQUARTERS

(1) DELAWARE VALLEY DIVISION

(3) MIDWEST DIVISION

(4) RISING SUN DIVISION

(6) ENGINEERING DIVISION

SACRAMENTO 916-488-6251

(6) COMMUNICATION ENGINEERING

TELEPHONE NUMBERS

DELAWARE VALLEY DIVISION

Jolly Road
Blue Bell, Pennsylvania 19422
(215) 646-8000

Irwin W. Maker
Frank Y. Henderson
Albert G. Pearson
William G. George

Thomas W. Stevens

Eugene C. Henderson

~~Paul Hendrix~~
Gary Redhouse
Maurice Lewis

Vice President & Div. Manager
Manager, Underground Dept.
General Supt., Gas Distribution
Supervisor, Gas Distribution—
Philadelphia Electric Co.
Supervisor, Gas Distribution—
Philadelphia Gas Works
General Supt., Underground
Electric & Telephone
Supervisor, Cable Plowing
Asst. Supervisor, Cable Plowing
Administrator Craft Services
Account

Donald Deebel
Clarence Hilyard

Bernie Hagan

William O. Reeside

George T. Conaway
Don Stilley

~~Arthur G. Faust~~
~~Albert Swanson~~
~~C. C. Birmingham~~

Edward Walter
Harry Linn, Jr.
Jack Kurtz
Edwin E. Lunn
Truxton Musselman
Norris W. Harrington
Robert Hartrim
Anthony P. Bianco
James F. Reid
Edward Semales
Frank Seal
~~Harry L. Neumyer~~
William Mohr
Alvin Uhlig
John Burns
~~Arthur Adams~~
~~Chris Craig~~

Howard P. Hendrickson, Jr.
James A. Sharp, Jr.
Joseph M. Giambrone

Supervisor, Paving
Asst. Supervisor, Elect. & Tele.
Underground & Tree Work
General Superintendent,
Elec. Combo & U.R.D.
Manager, Power Transmission
Distribution Dept.
General Supt. of Power
Supervisor, Commercial
Power Projects
Manager, Trans. Pipeline Dept.
Assistant Manager,
Trans. Pipeline Department
General Superintendent,
Trans. Pipeline Department
Chief Engineer, Pipeline Dept.
Manager, Industrial Operations
Manager, Industrial Electrical
Industrial Elec. Estimator Supt.
Industrial Electric Supt.
Industrial Elec. Estimator
Project Engineer, Industrial
Industrial Millwright Supt.
Industrial Project Supt.
Industrial Project Supt.
Chief Clerk, Industrial
Supv., Industrial Equip. & Tools
Supervisor, Industrial
Supervisor, Industrial
Manager, Tree Department
Supervisor, Tree Department
Manager, Equipment Dept.
Asst. Manager, Equipment
Department
Superintendent, Warehouse
& Stores
Office Manager

HARRY LINN - CAR PHONE
LO9-9490

(1) DELAWARE VALLEY DIVISION

(3) MIDWEST DIVISION

MIDWEST DIVISION
Elkhart, Indiana 46514
1800 Johnson Street
P.O. Box 1067
(219) 264-1121

James A. Hall	Division Manager
William C. McAlaine	Executive Assistant
Malcom B. Jenkins	Manager, Operations
Earl S. Punchard	Office Manager
Lowell E. VanZandt	Equipment Manager
Edgar L. Custer	Tool Manager
Ridley A. McElroy	Central Office Installation & Maintenance
Joseph E. Shauberg	Personnel
Harry Faint	Safety Director
Roy D. Simpson	Area Electrical Supervisor

Area Offices

ILLINOIS	856 Independence Street Springfield, Illinois 62702 (217) 787-0478
Ivan J. McDuffee	Supervisor, Illinois & Missouri (Tel.) Box 383, 107A E. Main St. (Power) Salem, Illinois 62881 (618) 548-0697
Robert Ratayski	Supervisor (Power)
Raymond D. Bickings	Supervisor, Trans. & Distribution (Power)
INDIANA	2210 N. Miller Avenue Marion, Indiana 46952 (317) 384-5272 (Sweetser, Ind.)
Charles A. Muckle	Supervisor, Indiana (Tel.)
Earl Wylie	Assistant Supervisor, Indiana (Tel.)
KENTUCKY	P.O. Box 498 (Tel.) Lebanon, Kentucky 40033 (502) 692-4353
Roy N. Bramel	Supervisor, Kentucky
MICHIGAN	407 S. Morton Street (Tel.) St. Johns, Michigan 48879 (517) 224-4175
David J. Humanik	Supervisor, Michigan (Tel.)
Robert D. Chalmers	Assistant Supervisor, Michigan (Tel.)
Thomas J. Phillips	Assistant Supervisor, Michigan (Tel.)
OHIO	215 Earl Street (Tel.) Arlington, Ohio 45814 (419) 365-5050 365-5077
Ward R. Reilly	Supervisor, Ohio (Tel.)
G. C. Schomburg	Assistant Supervisor, Ohio (Tel.)
WISCONSIN	P.O. Box 278 (Tel.) Montello, Wisconsin 53949 (414) 297-2660
Paul R. Dishman	Supervisor, Wis., Minn., Iowa, Nebr. (Tel.)

(3) MIDWEST DIVISION

(4) RISING SUN DIVISION

RISING SUN DIVISION
Rising Sun, Maryland 21911
(301) 658-5522

Joseph B. Dugan	Vice Pres. & Division Manager
Carl Steppe	Manager, Operations
Ralph Neal	Supervisor, Tree Department
Madolyn Harris	Office Manager

(4) RISING SUN DIVISION

(6) ENGINEERING DIVISION

SACRAMENTO 916-488-6251

(6) COMMUNICATION ENGINEERING

TELEPHONE NUMBERS

674-3387 - OLD
Joanne 659-3667 - NEW

Joanne 584-4109

ENGINEERING DIVISION

Jolly Road

Blue Bell, Pennsylvania 19422

(215) 646-8000 TWX 510-661-0610

Regis W. Kublt
Frank Zaborowski

Chief Engineer & Div. Manager
Cost Control

CORROSION ENGINEERING

Joseph C. Barnett, Jr.
William Schutt
William McGary
James Mulhern
Allen Harper

Manager
Supv., Corrosion Construction
Supv., Corrosion Engineering
Marketing
Engineer—Virginia

Area Offices

Denis Rossi

Senior Engineer
New England Area
P.O. Box 147
Portland, Connecticut 06480
(203) 342-0456

DESIGN ENGINEERING

Robert Mecklenborg
~~Stanley Wytinski~~
Robin Kohn
Walter Piecyk
~~Frederick Eidman~~

Systems Engineer
Civil Engineer
Project Engineer
Project Engineer
Project Engineer

Area Office

Lee Mills

Project Engineer
P.O. Box 24
Keego Harbor, MI 48033
(313) 776-1920

355-5124

TECHNICAL SERVICES

~~William Covert~~
Jack Austin

Manager
Marketing, Engineering Services

(6) ENGINEERING DIVISION

SACRAMENTO 916-488-6251

(6) COMMUNICATION ENGINEERING

TELEPHONE NUMBERS

MATCOR 1-348-2974

**NORTHEASTERN
OFFICE**

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~~Max Spector~~
Jesse Vargus
~~LARRY JOHNSON~~

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TWX 510-661-0610
Manager, Special Projects
CATV Manager
Regional Manager
646-3458

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Lynn C. Scott

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514-692-9671

~~Montgomery~~
Carl McKay

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MIDWESTERN OFFICE

317-362-3181

Jerry E. Keller
William Butterfield

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422 Hubbell Bldg.
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Area Office

Ned Everingham

Area Supervisor, Ohio
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7429 East Main
Reynoldsburg, Ohio 43068
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LEE MILLS

313-355-5124

LINCOLN 402-432-9159

**MOUNTAIN STATES
OFFICE**

730 A DISTEL DR
SUITE A9

Bruce W. Williams

LOS ALTOS

Suite 401
10701 Melody Drive
Northglenn, Colorado 80233
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Regional Manager

LOS ALTOS 402-943-3475

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Area Office

Ned Everingham

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LEE MILLS

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**MOUNTAIN STATES
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730 A DISTEL DR
SUITE A9**

Bruce W. Williams

**LOS ALTOS
94082**

415-969-5454

JERRY ADAMS

**SOUTHEASTERN
OFFICE**

G. James Mohr
P. W. Houston
Herman Hutt

MOBILE

Vince L. Pilgreen

Dane Colbert

PERRY LATHAM
Tom Wood

Herm Hutt
John Carr

~~Tom Wood~~

William Johnson

SACRAMENTO

Suite 401
10701 Melody Drive
Northglenn, Colorado 80233
(303) 452-0321
TWX 910-320-0767

Regional Manager

Area Office

Area Supervisor,
Arizona, New Mexico, Southern
California, Western Texas
11021 North 21st Avenue
Phoenix, Arizona 85029
(602) 942-3550 9503

209-229-4494
8353

P.O. Box 22168
1620 W. Buffalo Avenue
Tampa, Florida 33614 32622
(813) 822-0775 621-4781
TWX 810-876-0821 621-2636

Regional Manager
Area Supervisor, Florida
Project Supervisor, Conduit

205-342-8945

Area Offices

Area Supervisor, Louisiana,
Texas, Arkansas, Mississippi
6710 E. Jefferson Paige Road
Shreveport, Louisiana 71109
(318) 635-8996

Supervisor
705 E. Main Street
Houma, LA 70360
(504) 872-1208

Supervisor
701 North Seventh Street
Monroe, LA 70201 71291
(318) 322-1451

Local Supervisor 6300 W. Park
5400 Alden Street 77051 77051
Houston, Texas 77056 77057
(713) 665-2842 789-0650

Area Supervisor, Alabama,
Carolina, Tennessee, Georgia
603 O'Neill Drive
Birmingham, Alabama 35226
(205) 823-5195

**(6) COMMUNICATION ENGINEERING
TELEPHONE NUMBERS**

DELMARVA DIVISION
Belcor Drive - Industrial Park
New Castle, Delaware 19720
Philadelphia Line (215) 727-6641
Delaware Line (302) 328-1586

Royce R. Heebner	Division Manager
Thomas J. Kilmartin	Assistant to the Manager
Robert J. Sloan	Superintendent, Construction
Frank Stingle	Superintendent, Electric
Caroline W. Morton	Office Manager

Area Offices

MARYLAND OFFICE	P.O. Box 232 Cockeysville, Maryland 21030 (301) 666-2070
Donald McCormick Cecil P. Gough	Superintendent, Construction Office Manager

NORTH CAROLINA OFFICE	1703 McDermott Street Ashboro, North Carolina 27203 (919) 629-0833
Robert Jenkins	Supervisor, N. Carolina, S. Carolina

FLORIDA OFFICE	P.O. Box 22168 4520 W. Buffalo Avenue Tampa, Florida 33614 (813) 875-5613
Joseph Powers Joseph Zaragoza Gene Tallent	Area Manager Supervisor of Crafts Assistant Supervisor of Crafts P.O. Box 580 Lake Wales, Florida 33853
William Pickrell Robert Heffernan	Supervisor Supervisor

(5) DELMARVA DIVISION

(7) NEW JERSEY DIVISION

(8) NORTHWEST DIVISION

(10) YORK DIVISION

(11) NEW ENGLAND DIVISION

NEW JERSEY DIVISION

**Elbow Lane
P.O. Box 218
Burlington, New Jersey 08016
(609) 387-9000**

Norris H. Anders	Division Manager
George E. Speakman	Assistant Division Manager
Weldon B. Winfrey	Manager, Operations
Jean P. Langlois	Superintendent, Electric Transmission & Distribution
Edward J. Murphy	Administrative Assistant
John R. Morgan	Chief Estimator
Delmar Murray	Supervisor
Charles Elliott	Supervisor
Merrill Anders	Supervisor

Area Offices

Richard Boller	Supervisor 1 Morton Place Colonia, New Jersey 07067 (201) 381-7766 527-8880 (201) 636-3321
James Lampert	Supervisor P.O. Box 28 50 E. Stewart Street Washington, New Jersey 07882 (201) 689-4640 (201) 689-0727

(7) NEW JERSEY DIVISION

(8) NORTHWEST DIVISION

(10) YORK DIVISION

(11) NEW ENGLAND DIVISION

(12) SOUTHWEST DIVISION

NORTHWEST DIVISION

**P.O. Box 20007
5031 N.E. 148th Avenue
Portland, Oregon 97220
(503) 255-5125**

John B. Henkels, III	Executive Vice President—West 4226 S. Cumberland Road Salt Lake City, Utah 84117 (801) 278-5674
John W. Redhouse, Jr.	Division Manager
Miles O. Standley	Operations Manager
Weston P. Hurd	Office Manager
Dean Haug	Equipment Manager
Jerry Borchardt	Power Manager
Gary Newlun	Plowing & Roads Supt.
Larry Jones	Micro Wave Superintendent

Area Offices

WESTERN OREGON	7685 Lardon Road Salem, Oregon 97303 (503) 362-3009
Dale Van Cleave	Area Manager
Clarence Pense	Supervisor
WESTERN OREGON WASHINGTON & PORTLAND, OREGON	1103 Cunningham Lane Salem, Oregon 97302 (503) 364-7010
Dale Finberg	Area Manager
Ken Belknap	Supervisor
Lou Pancoast	Supervisor
EASTERN OREGON	P.O. Box 539 Pilot Rock, Oregon 97868 (503) 443-6871
Charles Hack	Area Supervisor
Wade Nodine	Area Supervisor
Robert Carter	Area Supervisor
CENTRAL WASHINGTON	
Cal Shoemaker	Area Supervisor Route 3, Box 700 Yakima, Washington 98901 (509) 453-4272
EASTERN WASHINGTON & CRAFT TELE. WORK	
Robert McAlpin	Area Supervisor 1410 North Maple Street P.O. Box 2966 Terminal Annex Spokane, Washington 99220 (509) 328-4900
IDAHO - UTAH	P.O. Box 496 Meridian, Idaho 83642 (208) 888-4612 888-4611
James Powell	Area Manager
Ray Blair	Area Supervisor
Gene Meyers	Gas Superintendent

(8) NORTHWEST DIVISION

(10) YORK DIVISION

(11) NEW ENGLAND DIVISION

(12) SOUTHWEST DIVISION

YORK DIVISION

**P.O. Box 1742
York, Pennsylvania 17405
(717) 266-5641**

LOCATION

**Exit #12, Harrisburg-York Expressway
Route 83, Strinestown, Pennsylvania**

Kenneth W. Beamer	Division Manager
Thomas Dudek	Office Manager
Armand N. Quigley	Supervisor
Raymond L. Ward	Supervisor
John Parry	Supervisor
Richard Hallett	Supervisor
Lewis Flick	Supervisor
Fred Sample	Supervisor
William Theurer	Supervisor
Kenneth MacDougall	Supervisor
Gene Tanger	Supervisor
Joseph Leonard	Supervisor

(10) YORK DIVISION

(11) NEW ENGLAND DIVISION

(12) SOUTHWEST DIVISION

NEW ENGLAND DIVISION

**Route 66, P.O. Box 147
Portland, Connecticut 06480
(203) 342-0456**

**Robert J. Reilly
Warren L. Miller
George S. Brede
Kathy Reilly**

**Division Manager
Contract Superintendent
General Foreman
Office Manager**

(11) NEW ENGLAND DIVISION

(12) SOUTHWEST DIVISION

SOUTHWEST DIVISION

11021 North 21st Avenue

Phoenix, Arizona 85029

(602) 943-3475

John B. Henkels, III

**Executive Vice President—West
4226 S. Cumberland Road
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Daniel E. White

Division Manager

Terry Heffernan

Manager, Operations

Moss Nobel

Superintendent

Josephine Ryan

Office Manager

(12) SOUTHWEST DIVISION

12-4-78
JOE BARNETT

CORPORATE HEADQUARTERS

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Blue Bell, Pennsylvania 19422

215-646-8000

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WESTERN HEADQUARTERS

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John B. Henkels Executive Vice President-West

ISSUE NO. 8 - OCT. 1978

(Please destroy previous issue)

OFFICERS

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Robert E. Bricker	Executive Vice President - East
John B. Henkels	Executive Vice President - West
Edward J. Tierney	Secretary-Treasurer
Joseph B. Dugan	Vice President
Irwin W. Maker	Vice President
Charles H. Fetters	Vice President
Kenneth W. Beamer	Vice President
Martin F. Helmus	Vice President
Regis W. Kubit	Vice President
John W. Redhouse, Jr.	Vice President
James A. Hall	Vice President
Richard H. Kustin	Assistant Secretary
Charles Erisman	Assistant Treasurer
Andrew L. Lewis, Jr.	Director

CORPORATE HEADQUARTERS

Paul M. Henkels	President
Robert E. Bricker	Executive Vice President - East
Charles H. Fetters	Vice President, Transmission & Distribution
Martin F. Helmus	Vice President
Edward J. Tierney	Secretary - Treasurer
Charles Erisman	Assistant Treasurer
Richard E. Gibbons	Manager, Marketing
James F. Lafferty	Vice President, H & M Equipment Co., Inc.
Lowell E. Van Zandt	Equipment Manager
William H. Herman	Equipment Manager
Stephen C. Gremminger	Equipment Department Administrator
William O. Reeside	Manager, Transmission & Distribution
Donald J. Stilley	Assistant Staff, Transmission & Distribution
George W. Davis	Cost Accountant
Robert M. Lehnem	Internal Auditor, Security Officer
Richard H. Kustin	Director of Purchases & Assistant Secretary
Robert D. Lashley	Assistant Director of Purchases
Walter F. Tucker	Assistant Director of Safety
Ann E. Watson	Director of Administration
James E. O'Neill	Chief Accountant
James M. Nice	Supervisor, General Accounting
Florence A. Hoover	Supervisor, Cost Accounting
Maryann P. Saybolt	Manager, Payroll
Shirley F. McKay	Supervisor, Accounts Payable
Irene Lutz	Supervisor, Billing & Accounts Receivable
David H. Duryea	Manager, E.D.P.
Joseph L. Zanine	Supervisor, E.D.P. Operations
Gordon H. Phillips	Manager, Insurance
Ann R. Devitt	Supervisor, Insurance

DELAWARE VALLEY DIVISION
Jolly Road
Blue Bell, Pennsylvania 19422
215-646-8000

Irwin W. Maker	Vice President & Division Manager
Frank Y. Henderson	Manager, Underground Department
Albert G. Pearson	General Superintendent, Gas Distribution
William G. George	Supervisor, Gas Distribu- tion - Philadelphia Electric Company
Gary Redhouse	Supervisor, Cable Plowing
Harry Pyffer	Administrator, Craft Services Account
Donald Deebel	Supervisor, Paving
Clarence Hilyard	Asst. Supervisor, Electric & Telephone Underground & Tree Work
Bernie Hagan	General Supt., Electric Combo & U.R.D.
James T. Davis	Supervisor, Power
John Burns	Manager, Tree Department
Howard P. Hendrickson, Jr.	Manager, Equipment Department
James A. Sharp, Jr.	Superintendent, Warehouse & Stores
Joseph M. Giambrone	Office Manager

INDUSTRIAL DIVISION
Jolly Road
Blue Bell, Pennsylvania 19422
215-646-8000

Harry Linn, Jr.	Division Manager
John J. Austin	Superintendent, Special Projects
Gerald F. Higgins	Administrative Assistant
Frank Seal	Office Manager, Manager, Tools & Equipment

ELECTRICAL DEPARTMENT

John R. Kurtz	Manager, and Assistant Division Manager
Harry T. Cubit	Chief Estimator
Francis X. Hannan, P.E.	Engineer
Edwin E. Lunn	Superintendent, New Jersey
Truxton S. Musselman	Superintendent, Penna. and Delaware
Jonathan C. Schoff	Estimator
Robert A. Hinde	Instrumentation

MECHANICAL DEPARTMENT

Frank A. Thalman	Manager
Robert O'Connell	Superintendent
Robert J. Graff	Chief Estimator & Project Manager
Frank Davis	Estimator & Project Manager
James Finnegan	Superintendent, Instrumentation
Frank Thalman, Jr.	Estimator & Project Manager
Reggie Braud	Superintendent, Delaware & Maryland
Thomas De Young	Superintendent, North New Jersey
John Bradley	Superintendent, South New Jersey

GENERAL CONSTRUCTION DEPARTMENT

Frank Henderson, Jr.	Department Manager
Robert K. Dennis	Chief Estimator
Dick Roman	Estimator
James F. Reid	Carpenter Superintendent
Anthony Bianco	Millwright Superintendent

MIDWEST

MIDWEST DIVISION
1800 Johnson Street - or -
P. O. Box 1067

Elkhart, Indiana 46514
219-264-1121 TWX 810-294-2144

John W. Redhouse, Jr.	Vice President
Malcom B. Jenkins	Division Manager
Ward R. Reilly	Operations Manager
Earl S. Punched	Executive Assistant
Dean Hayward	Equipment Manager
Donald Riendeau	Tool Manager
Joseph E. Shamburger	Personnel Manager
Edgar Custer	Conduit Superintendent
Ridley McElroy	Central Office Installation and Maintenance Manager
Robert Dickerson	C.O.E. Engineer and Shop Manager

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ILLINOIS & MISSOURI P.O. Box 383
 107 A East Main Street
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10
01

RISING SUN DIVISION
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Scotty

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 Supervisor
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 Kenny Whitaker

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Supervisor, Underground
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RISING SUN

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215-628-8239After Hours Only

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Joseph C. Barnett, Jr. Manager -
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Frank L. Zaborowski Manager of Administration
Project Engineer
Robin Kohn Project Engineer
Walter Plczyk Project Engineer
Walter Rabuse Project Engineer
Jim Mulhern Manager -
Corrosion Engineering
William McGary Manager Special Projects
Corrosion Engineering
George Makris Director -
Engineering Marketing
John Toole Director of National Accounts

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Northeast Mgr.

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Jim Young
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Elbow Lane
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Edward Walter	Chief Engineer, Pipeline Department
Denis Palermo	Contract Administrator, Pipeline Department
Edward J. Murphy	Administrative Assistant
John R. Morgan	Chief Estimator
Jean P. Langlois	Superintendent, Electric Transmission & Distribution
Merrill Anders	Superintendent, Underground Operations

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Ellis G. Hines	Supervisor
CONNECTICUT	P.O. Box 147 Portland, Connecticut 06480 203-342-0456
Robert J. Reilly	Area Manager

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P.O. Box 20007
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Weston P. Hurd	Office Manager
Loretta Grove	Assistant Office Manager
Morris Giesler	Director of Personnel
Dean Haug	Equipment Manager
Carl Young	Shop Foreman
Larry Brown	Power Department Manager
Gary Newlun	Plowing and Road Superintendent

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Jon Lohrer	Area Supervisor, Olympia/Tacoma
Dave Hauck	Area Supervisor, Portland
Richard Tremaine	Area Supervisor, Salem
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Charles Hack	Area Manager
EASTERN WASHINGTON & NORTHERN IDAHO	P.O. Box 2966, Terminal Annex Spokane, Washington 99220 509-535-4676
Don Firestone	Area Manager
SPECIAL PROJECTS	
Cliff Boverin	Project Engineer
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Cal Shoemaker	Area Supervisor

NEW JERSEY

NORTHWEST

IDAHO

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Harry Weeks

Area Manager
Boise Supervisor

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& NORTHERN
CALIFORNIA
& NEVADA**

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503-672-4903

Dale Van Cleave
Cy Defferding

Area Manager
Southern Oregon
Area Manager

Bob Rohde
Tom Hervey

Craft Area Supervisor
Northern California
Area Manager

**UTAH, WYOMING,
COLORADO, WEST-
ERN KANSAS &
NEBRASKA, NORTH
& SOUTH DAKOTA,
OKLAHOMA**

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~~Gering, Nebraska 69341~~
~~308-635-1726~~
~~DEVER~~
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-8825

Les Light
Dean Johnson
Jim Jacobs

~~Area Manager~~
Utah Area Supervisor
Nebraska/Kansas Supervisor

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Dough McPherson
Larry Dersham

Area Manager
Area Supervisor

SEATTLE AREA

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Rod Gregory

Area Manager

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503-687-8572

Clarence Pense

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LOCATION

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Route 83, Strinestown, Pennsylvania

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Thomas Dudek

Office Manager

Armand N. Quigley

Supervisor

Raymond L. Ward

Supervisor

Richard Hallett

Supervisor

Lew Flick

Supervisor

William Theurer

Supervisor

Kenneth MacDougall

Supervisor

Joseph Leonard

Supervisor

Robert Smith

Supervisor

Henry Heim

Supervisor

Lester Pelton

Supervisor

Barry Bard

Supervisor

Robert Thomas

Supervisor

Herman Stine

Supervisor

NORTHWEST

YORK

INTERNATIONAL OPERATIONS

Jolly Road
Blue Bell, Pennsylvania 19422
215-646-8000 TWX 510-661-3963

Barry L. Sacks	Coordinator
Preston E. Roth	Administrator
Gene F. Tanger	Staff Estimator
Victor R. Post	Personnel Manager
Fred G. Gaither	Assistant Personnel Manager

HENKELS & McCOY, INC. (A.O.S.I. - Henkels & McCoy)

P.O. Box 13-1287
Tehran, Iran
685480 Ext. 260 or 262 TELEX 212657

James A. Hall	Vice President
Marvin F. Worley, Jr.	Chief Engineer
Lee D. Gavett	Administrator
John W. Bartlett	Construction Installation Manager, Maragheh
Otis W. Beagle	Construction Installation Manager, Shiraz II
George A. Millard	Construction Installation Manager, Shiraz I
James I. Rupe	Construction Installation Manager, Sanandaj
Robert L. Carran	Construction Installation Manager, Bandar-ePahlavi
Robert Steffens	Construction Installation Manager, Esfahan III

HENKELS & McCOY, INC. P.O. Box 1648 Suru Lere, Lagos, Nigeria

Michael J. Tomes	Project Manager
W. Bruce App	Administrator
I. Keith Morton	Operations Manager
Thomas A. Kee	Project Engineer
Kenneth J. Moyer	Material Manager
Dale M. Wilson	Instructor

THE MAKO CONSTRUCTION CO., INC.

2097 East Aurora Road
Twinsburg, Ohio 44087
216-425-4921

Paul Mako	President
Charles "Red" Sharpton	General Superintendent
Francis Anderson	Supervising Engineer

STAR DATACOM, INC.

P.O. Box 950
Blue Bell, Pennsylvania 19422
215-646-8013

Burkhard Mariani	General Manager
Phyllis J. Smallridge	Administrative Coordinator
George Kerr	Regional Manager Mid-Atlantic States
J. L. "Joe" Welsh	Area Supervisor

AREA OFFICES

MASSACHUSETTS

111 French Avenue
Braintree, Massachusetts 02184
617-848-2922
800-255-5225

Jim Sullivan

Roger Robillard	Area Manager, New England States
George Robertson	Sales Manager
Paul Morrison	Office Manager
	1 New Bond Street Worcester, Massachusetts 01606 617-853-5906
Kenneth Brodie	Supervisor

NEW HAMPSHIRE

R.F.D. #1 Island Pond Road
Derry, New Hampshire 03038
603-893-5017

Robert Belliveau

Supervisor

CONNECTICUT

1 Church Street
Meriden, Connecticut 06450
203-237-7850 342-4890

Robert Hamilton	Area Supervisor
Roxanne McCandless	Sales Representative
Kathy Richards	Office Manager

VIRGINIA

900 Pump Road #4
Richmond, Virginia 23229
804-740-1854

Larry Avern

Supervisor

WEST COAST

1600 Rochelle Avenue
Apt. 16
Las Vegas, Nevada 89109
702-733-8737

Los Altos 343-2500
415-969-1574

EXHIBIT “C”

M E M O R A N D U M

TO: Greg Class Dolly Rutledge
 Michele O'Kane Barbara Markley
 Betteann Burr Shirley Phipps
 Bonnie Gingerich Kathy Leclair
 Kim McConnell Dale Anders
 Carla Grassmick

FROM: Internal Audit

DATE: September 21, 1998

SUBJECT: RECORD RETENTION

The Division Administrative Manager has been designated as the Record Retention Coordinator for the filing and storage of inactive records at the division level. Attached for your use and guidance is a copy of the Division **"RECORDS SCHEDULE WITH RETENTION PERIODS"**. Also attached is a copy of the new policy, number 131, **"RECORD RETENTION"**.

Tom Kane

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : DIVISION

RETENTION CODES:

W = WEEKS
M = MONTHS
P = PERMANENT
IND = INDEFINITE

ACT = ACTIVE
EY = E.Y. AUDIT
TA = TAX AUDIT

**ALL PERIODS ARE IN "YEARS" UNLESS
 SPECIFIED AS WEEKS, MONTHS, ETC.**

Record	Form	Retention of Official Records			
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
1500	DAILY WORK REPORTS	VARIOUS	6	10	10
1501	PAYROLL SHEETS	5613	6	7	7
		5614	6	7	7
		5615	6	7	7
		5616	6	7	7
1502	EXPENSE SHEETS	2620	6	7	7
1503	PAYROLL CHANGES (P.C.)	5610	6	7	7
1504	FEDERAL I-9 FORMS (I.N.S.)	----	1	P	P
1505	NEW HIRE FORMS	5708	1	P	P
1506	TERMINATION REPORTS	5709	1	P	P
1507	EMPLOYMENT APPLICATIONS	5703	1	3	3
1508	UNSOLICITED RESUMES	----	0	1	1
1509	PERSONNEL FILES (ACTIVE)	----	IND	P	P
1510	PERSONNEL FILES(INACTIVE)	----	3	P	P
1511	EMPLOYEE EVALUATIONS	----	3	P	P
1512	REGULAR PAYROLL CHECK PHOTOCOPIES	----	0	2W	2W

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : DIVISION

RETENTION CODES:

W = WEEKS
M = MONTHS
P = PERMANENT
IND = INDEFINITE

ACT = ACTIVE
EY = E.Y. AUDIT
TA = TAX AUDIT

ALL PERIODS ARE IN "YEARS" UNLESS
SPECIFIED AS WEEKS, MONTHS, ETC.

Record		Form	Retention of Official Records		
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
1513	DIVISION FIELD CASH DISBURSEMENTS	----	6	10	10
1514	FIELD CHECK STUBS, ETC.	----	6	7	7
1515	H&M PURCHASE ORDER	58026 &	6	2	6
	DIV. PURCHASE ORDER	VARIOUS	6	2	6
1516	H&M SUB-CONTRACTS	----	6	4	6
1517	H&M PURCHASE REQUISITIONS	5801R	0	1	1
1518	UNSUCCESSFUL BIDS AND PRINTS	----	6	7	7
1519	SUCCESSFUL BIDS AND PRINTS	----	6	10	10
1520	JOB CONTRACTS AND PURCHASE ORDERS	----	ACT + 20	7	ACT + 20
1521	CHANGE ORDERS	----	6	7	7
1522	PREQUALIFICATION STATEMENTS	----	0	5	5
1523	JOB DIARIES OF LOGBOOKS	----	0	7	7
1524	A/R BATCH SHEETS	----	0	1	1
1525	A/R INVOICES (H&M AND ALL SUBSIDIARIES) AND REPLACEMENT INVOICES & ALL BACK-UP (T&M ETC.)	2622	6	7	7
1526	A/P INVOICES AND DELIVERY RECEIPTS	----	6	7	7

RETENTION CODES:

ACT = ACTIVE
EY = E.Y. AUDIT
TA = TAX AUDIT

ALL PERIODS ARE IN "YEARS" UNLESS SPECIFIED AS WEEKS, MONTHS, ETC.

Page 3

**MEMORANDUM**

To: All Policy & Procedure Manual Holders
From: Tom Kane, Internal Audit
Date: September 22, 1998
Subject: Policy No. 131 "Record Retention Policy"

Please add the subject policy to your Policy & Procedure Manual. This policy indicates the specific retention periods and specific dates of destruction for inactive records. It is too voluminous to include the entire **RECORDS SCHEDULE WITH RETENTION PERIODS** with the policy, so only a sample page is included. Complete schedules have been furnished to each Headquarters Department Record Coordinator, and to all Division Administrators.

Also, please replace the existing policy index with the attached revised index.

Thank you.

Tom Kane

TJK:mrs
Attachments

MEMO131.P&P



HENKELS & McCOY INC.

POLICIES AND PROCEDURES

No. 131

Section A

Page 1 Of 5

Date Effective 9/2/98

Supersedes

No. Dated

DISTRIBUTION: ALL MANUALS

SUBJECT: RECORD RETENTION POLICY

I. PURPOSE:

To establish specific record retention periods and specific dates of destruction for inactive records.

II. GENERAL:

- A. It is required by law that certain records be retained for certain specific periods of time.
- B. Each headquarter department shall designate one employee as a "RECORDS COORDINATOR". At the Division level, the Division Administrative manager shall assume this position. The coordinator will be responsible for assuring that records are maintained on site as required, and inactive records forwarded to the RECORD CENTER for headquarters' departments, or each individual division's secondary storage area.
- C. As used in this policy, "record" or "records" mean any written, typed, printed, recorded or graphic matter, however produced or reproduced, of any type description, including but not limited to voice mail or electronic mail messages.

III. MINIMUM RECORD RETENTION PERIODS:

- A. The approved minimum retention periods are on the "RECORDS SCHEDULE WITH RETENTION PERIODS". Attached EXHIBIT "A" is a sample of a "RECORD SCHEDULE WITH RETENTION PERIODS". A complete schedule will be sent to each records coordinator.
- B. NO RECORD CAN BE RETAINED LESS THAN THE LEGAL MINIMUM PERIOD.



HENKELS & McCOY INC.

POLICIES AND PROCEDURES

No. 131
Section A
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Date Effective 9/2/98
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No. _____ Dated _____

DISTRIBUTION:

ALL MANUALS

SUBJECT:

RECORD RETENTION POLICY

- C. The retention period for certain records include the letters "TA" for Tax Audit. These records cannot be destroyed at the end of the normal retention period unless the tax year has been closed by audit.

IV RECORD CENTER AND FORMAT OF INACTIVE RECORDS

- A. The **RECORD CENTER** shall be defined as the central location in Blue Bell where the accountability of all inactive records is maintained. It is the responsibility of the **CORPORATE RECORDS COORDINATOR**, who reports to the Disbursements Manager, to control all archival procedures for all inactive records. The coordinator shall maintain a current schedule and a log listing the location status of all inactive files.
- B. The format of inactive records is determined by the original document, *anticipated inactive usage, historical usage, cost analysis, and department input*. Currently, records are maintained on microfilm, microfiche, optical storage, and original form, e.g., employee expense reports, blueprints. Most hardcopy inactive records are stored at a business archival center, while most microfilm, microfiche and optical storage records are kept at corporate headquarters.
- C. Messages sent via "**E-MAIL**" to a person's computer remain in the individual's mailbox until the person deletes it. Messages should be deleted in thirty (30) calendar days from the date sent. After deletion the messages default to the "**TRASH CAN**" where they are purged after seven (7) days.
- D. "**VOICE MAIL**" messages received are automatically purged after thirty calendar (30) days.

E-MAIL and **VOICE MAIL** messages are the sole property of Henkels & McCoy, Inc. The company reserves the right to delete any E-Mail or Voice Mail messages.



HENKELS & McCOY INC.

POLICIES AND PROCEDURES

No. 131
Section A
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Date Effective 9/2/98
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No. _____ Dated _____

DISTRIBUTION:

ALL MANUALS

SUBJECT:

RECORD RETENTION POLICY

I STORAGE AND RETRIEVAL OF INACTIVE RECORDS

- A. All requests to store or retrieve inactive records shall be directed to the Corporate Records Coordinator. All requests must include the following information: box contents, date of records, and the date to destroy. The person storing the records can determine the destroy date by referring to the retention of official records column shown on the **RECORDS SCHEDULE WITH RETENTION PERIODS**.

After assigning a box number, the Corporate Records Coordinator shall return a copy of the request with the box number to the Department Records Coordinator

- B. When retrieving records an individual will be required to "sign out" for the record, accepting responsibility for the safe-keeping of such record. The user shall handle the record with great care and return it in the same condition as when received within seven (7) calendar days.

VI DESTRUCTION OF INACTIVE RECORDS

- A. At the end of the fiscal year, the Corporate Records Coordinator specifies all records scheduled for destruction. This results in a printout titled "**RECORD DESTRUCTION SCHEDULE**", which is circulated to the following people for their review and approval:

General Counsel – Christine A. Crawford, Esquire

Treasurer – Robert M. Severi

Accounting Manager – Joseph C. Paulits

Controller – Dennis P. O'Brien

Manager Internal Audit – Thomas Kane

Disbursements Manager – Sherry Scandone



HENKELS & McCOY INC.

POLICIES AND PROCEDURES

No. 131

Section A

Page 4 Of 5

Date Effective 9/2/98

Supersedes

No. Dated

DISTRIBUTION:

ALL MANUALS

SUBJECT:

RECORD RETENTION POLICY

No destruction of records on the **RECORD DESTRUCTION SCHEDULE** can occur without the written authorization of all the above.

After obtaining the necessary written approval, the Corporate Records Coordinator contacts the business archive center authorizing them to destroy the records. This communication must be in written form.

After the records have been destroyed, the Coordinator is notified by the archival business center and makes appropriate changes to the records listing, indicating the destruction of the involved records.

The planned destruction of records under this policy must be immediately halted if the company receives a notice of pending or imminent litigation, government investigation or audit.

Any employee receiving information regarding potential litigation, government investigation or audit should immediately inform the company's Legal Department or the Chief Executive Officer. The Legal Department or the Chief Executive Officer will in turn notify the corporate records coordinator.

VII MAINTENANCE AND REVIEW

- A. The Corporate Records Coordinator is responsible for maintaining daily control of the storage or retrieval of all inactive records.
- B. It is the responsibility of the Internal Audit Department to periodically audit the program for compliance with procedures.



HENKELS & McCOY INC.

POLICIES AND PROCEDURES

No. 131
Section A
Page 5 Of 5
Date Effective 9/2/98
Supersedes
No. _____ Dated _____

DISTRIBUTION:

ALL MANUALS

SUBJECT:

RECORD RETENTION POLICY

VIII AUTHORIZED USERS

- A. Only employees of Internal Audit, Accounting Department and the Credit & Collection Department may utilize the **RECORD CENTER'S** service at any time. The Payroll Department may use the **RECORDS CENTER** after the approval by the Disbursement manager. All other employees and outside auditors, federal and state auditors must receive prior approval from the Treasurer, Accounting Manager or Controller before using the **RECORD CENTER**.

P&PRECRETENT.131

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : PURCHASING

W = WEEKS
M = MONTHS
P = PERMANENT
IND = INDEFINITE

ALL PERIODS ARE IN "YEARS" UNLESS SPECIFIED AS WEEKS, MONTHS, ETC.

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T. KANE
9-21-98

RECORDS DIVISION NUMBER SERIES				
DEPARTMENT	NUMBER SERIES	SOURCE	COPIES	REMARKS
General Accounting	1 - 56	Joseph Paulits		Maria Marston
Cost Accounting	200 - 261	Dennis O'Brien		Maria Marston
Accounts Receivable	300 - 325	Joseph Paulits		Maria Marston
Accounts Payable	400 - 415	Sherry Scandone		Donna Mayo
Payroll	500 - 554	Sherry Scandone		Donna Mayo
Purchasing	600 - 604	Joseph Barnett		Annette Calvarese
Insurance	700 - 707	Gordon Phillips		Gordon Phillips
Equipment	800 - 876	Kathy Moore		Kathy Moore
People	900 - 928	Vince Benedict		Dave Maginnis
Information Technologies	1000 - 1056	Tom Kroljic		Tom Kroljic
Credit & Collections	1100 - 1106	Dean Giambrone		Dean Giambrone
Safety	1200 - 1206	Steve Theis		Steve Theis
Legal	1300 - 1307	Christine Crawford		Els Visser
Internal Audit	1400 - 1405	Tom Kane		Sebastian Morales
Division	1500 - 1532	Greg Class & BetteAnn Burr		Division Administrators
CORPORATE RECORDS COORDINATOR : DONNA MAYO				
ALSO, COPY TO SHERRY SCANDONE				

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : ACCOUNTING (GENERAL)

RETENTION CODES:

W = WEEKS
M = MONTHS
P = PERMANENT
IND = INDEFINITE

ACT = ACTIVE
EY = E.Y. AUDIT
TA = TAX AUDIT

**ALL PERIODS ARE IN "YEARS" UNLESS
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Record	Form	Retention of Official Records			
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
1	MONTHLY GENERAL LEDGERS	----	6	P	P
	QTRLY GENERAL LEDGERS	----	6	P	P
	QTRLY BATCH CONTROL	----	6	P	P
	QTRLY CHARTS OF ACCOUNTS	----	6	P	P
	QTRLY FINANCIAL STATEMENT - DETAIL & SUMMARY	----	6	P	P
	QTRLY CONSOLIDATION	----	6	P	P
2	CORESTATES PAYROLL ACCOUNT:	CR100 - M			
	BANK RECONCILIATIONS		6	P	P
	CANCELLED CHECKS		6	P	P
3	DIVISION FIELD BANK ACCTS:	----			
	BANK RECONCILIATIONS		6	7	7
	CANCELLED CHECKS		6	7	7
4	CORESTATES A/P ACCOUNTS:	CR200 - M			
	BANK RECONCILIATIONS		6	P	P
	CANCELLED CHECKS		6	P	P
5	W-2 FORMS - ANNUAL LISTING	PR152 - Y THRU PR156 - Y	6	4	6
6	FEDERAL FORM 940 REPORT	PR940 - Q	6	4	6
7	STATE UC EXTRACT AND LIST FOR FORM 941	PR941 - Q	6	4	6
8	STATE & LOCAL PREQUALIFICATION STATEMENTS	----	0	2	2
9	CORPORATE PAPERS	----	6	P	P

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : ACCOUNTING (GENERAL)

RETENTION CODES:

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Record	Form	Retention of Official Records			
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
10	WITHHOLDINGS, SALES, FUEL AND UNEMPLOYMENT TAXES	----	6	4	6
11	FINANCIAL REPORTS (ANNUAL)	----	6	P	P
13	CORPORATE TAX RETURNS	----	6	5	6
14	PAYROLL TRIAL BALANCE - ALL CO.	PR784 - W	6	2	6
	PAYROLL TRIAL BALANCE - H&M , INC.	PR785 - W	6	2	6
15	PAYROLL SUMMARY FOR 97 G/L ACCTS.	PR956 - W	6	3	6
17	1099 INFORMATION (ALPHA LISTING)	PR303 - Y	6	4	6
18	YEAR END W-2 SUMMARY REPORT - TOTAL EARNINGS - FED., STATE & LOCAL	PR126 - Y	6	P	P
19	A/P GENERAL LEDGER EXTRACT	AP689 - W	0	2	2
	NON-VOUCHER REGISTER	----	0	2	2
	POSTING SOURCE	----	0	2	2
	A/P WEEKLY BATCH TOTALS	AP690 - W	0	2	2
21	CHECK REGISTER (CASH DISBURSEMENTS)	AP035 - W	6	4	6
22	AGED TRIAL BALANCE	AP055 - W	6	3	6
23	WEEKLY SALES BY STATE	JC170 - W	6	3	6
24	JOB CUSTOMER MASTER FILE	JC120 - W	0	1W	1W

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : ACCOUNTING (GENERAL)

RETENTION CODES:

W = WEEKS
M = MONTHS
P = PERMANENT
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Record		Form	Retention of Official Records		
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
26	JOB REPORT	JC706 - W	6	2	6
28	FIX ASSETS (OUTPUT)	FA001 - M	0	1	1
	FIX ASSETS (INPUT)	FA002 - M	0	1	1
29	FIXED ASSET SCHEDULE BY COMPANY	FA101 - C	6	9	9
	F.A. DIV. - SUPV LIST	FA102 - C	6	9	9
	F.A. GROUP & STATE REPORT	FA103 - C	6	9	9
	F.A. SUMMARY	FA010 - M	6	9	9
	F.A. MASTER LIST	FA100 - Y	6	9	9
30	BANKING AGING	AR023 - W	0	1	1
31	G/L DISTRIBUTIONS & SUMMARY TOTALS	AR008 - W	6	4	6
	TRANSFERS & ADJUSTMENTS	AR009 - W	6	4	6
32	A/R DAILY CASH CONTROL	AR301 - D	6	4	6
33	G/L DISTRIBUTION CASH RECEIPTS	AR088 - W	6	4	6
34	DAILY CASH RECEIPT SUMMARY	AR006 - D	6	4	6
	DETAILED CASH RECEIPT REPORT	AR007 - D	6	4	6
35	PAYROLL CHECK REGISTER	PR862 - W	6	4	6
	WKLY A/P CHECK REGISTER	AP111 - W	6	7	7
36	BANK AGING	AR023 - M	0	3M	3M
38	MONTHLY BILLING FOR EQUIP.	CI201 - M	0	P	P

RETENTION CODES:

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ALL PERIODS ARE IN "YEARS" UNLESS SPECIFIED AS WEEKS, MONTHS, ETC.

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HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : ACCOUNTING (COST)

RETENTION CODES:

W = WEEKS
M = MONTHS
P = PERMANENT
IND = INDEFINITE

ACT = ACTIVE
EY = E.Y. AUDIT
TA = TAX AUDIT

**ALL PERIODS ARE IN "YEARS" UNLESS
SPECIFIED AS WEEKS, MONTHS, ETC.**

Record		Form	Retention of Official Records		
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
200	JC MASTER FILE TOTALS AFTER UPDATE	JC140 - W	6	P	P
201	COST ACCOUNTING REPORT	JC109 - W	6	P	P
205	JOB COST MASTER LISTING - ALL DIV.	JC120 - W	0	P	P
208	SUFFIX SUMMARY - FISCAL YEAR	JC713 - W	6	P	P
209	IN PROGRESS PROJECT SUMMARY - JTD	JC715 - W	6	P	P
210	JC OVHD. ACCT. ANALYSIS BY SUPV.	JC185 - M	6	P	P
211	JC OVHD. ACCT. ANALYSIS BY DIV.	JC187 - M	6	P	P
212	JC OVHD. ACCT. ANALYSIS BY COMPANY	JC188 - M	6	P	P
214	% COMP. / DIV.-COMPANY TOTALS	JC009 - M	6	P	P
215	% COMP. BY DIV. - JOB TOTALS	JC010 - M	6	P	P
219	% COMP. - SUPV. SUMMARY-FTD	JC719 - M	6	P	P
220	LIST OF ANNUAL REVENUES BY CO. & TYPE OF WORK	JC750 - C	6	P	P
221	LIST OF ANNUAL REVENUES BY CO., DIV., & TYPE OF WORK	JC751 - C	6	P	P
222	LIST OF ANNUAL REVENUES BY CO., DIV., STATE & TYPE OF WORK	JC752 - C	6	P	P
223	LIST OF ANNUAL REVENUES BY CO., STATE & TYPE OF WORK	JC753 - C	6	P	P
224	REPORT OF COST & REVENUES BY CO. AND STATE	JC760 - C	6	P	P
225	REPORT OF COST & REVENUES BY CO., DIVISION & STATE	JC761 - C	6	P	P
226	REPORT OF COST & REVENUES BY CO., DIVISION & STATE & TYPE OF WORK	JC762 - C	6	P	P

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : ACCOUNTING (COST)

RETENTION CODES:

W = WEEKS
M = MONTHS
P = PERMANENT
IND = INDEFINITE

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**ALL PERIODS ARE IN "YEARS" UNLESS
SPECIFIED AS WEEKS, MONTHS, ETC.**

Record	Form	Retention of Official Records			
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
229	JOB REPORT - CURRENT WEEK ACTUAL DETAIL ANALYSIS	JC706 - W	0	EY	EY
232	JC DELETION LISTING	JC730 - R	0	EY	EY
233	ZEROING OF SELECTED CP & ZB JOBS - JTD & PRIOR PERIOD ACTUALS	JC735 - C	0	EY	EY
234	DUMPS & RESTORES MASTER FILE LIST OF RECORDS DELETED & STRIPPED FROM JCMASTER	JC135 - W	0	1	1
241	JC AUDIT TRAIL - WORK ORDER MAINT.	JC123 - D	0	6M	6M
243	ACCOUNTING ENTRY FORM	2611	0	TA	TA
244	JC AUDIT TRAIL - 2611 MAINT.	JC001 - D	6	TA	TA
	BATCH 01 - GENERATED EXPENSES		6	TA	TA
	BATCHES 01 - 05 REIMBURSED EXPENSES		6	TA	TA
	BATCHES 10 - 11 REIMBURSED EXPENSES		6	TA	TA
	BATCH 12 - EQUIP. GAS TICKETS		6	TA	TA
	BATCH 35 - PROJECT ENTRIES		6	TA	TA
	BATCH 36 - FREE CASH BLUE BELL AND REMOTE		6	TA	TA
	BATCH 37 - SHOP TICKETS		6	TA	TA
	BATCH 37 - 38 TRANSFERS & ADJUSTMENTS		6	TA	TA
	BATCH 40 - PROJECTS ENTRIES		6	TA	TA
	BATCH 41 - TRANSFERS & ADJUSTMENTS		6	TA	TA
	BATCH 45 - BLUE BELL SHOP TICKETS		6	TA	TA
	BATCH 46 - MONTHLY FURN. & FIX.		6	TA	TA
	BATCH 47 - PROJECT ENTRIES(BANK STATEMENTS)		6	TA	TA
	BATCH 48 - TRANSFERS & ADJUSTMENTS		6	TA	TA
	BATCHES 51 - 75 - COST DISTRIBUTION REPORT - EQUIP. INCOME		6	TA	TA
	BATCH 76 - COST DISTRIBUTION REPORT- EQUIP. COST ADJUSTMENTS		6	TA	TA
	BATCHES 81 - 95 COST DISTRIBUTION REPORT - DEDUCTION REGISTER		6	TA	TA
	BATCH 98 - PAYROLL LABOR & PAYROLL RE-ENTRY		6	TA	TA
	BATCH 99 - ACCOUNTS RECEIVABLE		6	TA	TA

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ALL PERIODS ARE IN "YEARS" UNLESS SPECIFIED AS WEEKS, MONTHS, ETC.



HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : ACCOUNTING (ACCOUNTS RECEIVABLE)

RETENTION CODES:

W = WEEKS
M = MONTHS
P = PERMANENT
IND = INDEFINITE

ACT = ACTIVE
EY = E.Y. AUDIT
TA = TAX AUDIT

**ALL PERIODS ARE IN "YEARS" UNLESS
 SPECIFIED AS WEEKS, MONTHS, ETC.**

Record	Form	Retention of Official Records			
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
301	INVOICES (ALL H&M, SUBSIDIARY AND JOINT VENTURES)	2622	6	6	6
303	INVOICE REGISTER AND TRANSFER DETAILS	AR009 - W	6	6	6
304	WEEKLY CASH RECEIPTS REPORT	AR010 - W	6	5	6
305	AGING CUSTOMER ORDER	AR011 - W	0	3	3
307	WEEKLY A/R CASH RECEIPTS BY CUSTOMER NAME	AR089 - W	6	5	6
308	DAILY SUMMARY OF CASH RECEIPTS	AR006 - D	0	1	1
309	ANNUAL BILLING BY CUSTOMER	AR200 - Y	6	P	P
310	CUSTOMER CHECKS RECEIVED	----	6	7	7
313	AUDIT LIST	AR001 - D	0	1W	1W
314	UPDATE TOTALS & EXCEPTION LIST	AR003 - D	0	1W	1W
316	DETAILS OF CASH	AR007 - D	0	1M	1M
317	G/L DISTRIBUTIONS & SUMMARY TOTALS	AR008 - W	6	P	P
320	INVOICES W/ OVER OR UNDER PAYMENTS	AR036 - M	0	1M	1M
321	DIVISION A/R AGING	AR027 - W	0	3	3
322	KICK OUT REPORT - DAILY LIST	AR110 - D	0	P	P

RETENTION CODES:

ACT = ACTIVE
EY = E.Y. AUDIT
TA = TAX AUDIT

ALL PERIODS ARE IN "YEARS" UNLESS SPECIFIED AS WEEKS, MONTHS, ETC.

9/21/98

HENKELS & McCOY, INC.
RDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : ACCOUNTS PAYABLE

RETENTION CODES:

W = WEEKS
M = MONTHS
P = PERMANENT
IND = INDEFINITE

ACT = ACTIVE
EY = E.Y. AUDIT
TA = TAX AUDIT

ALL PERIODS ARE IN "YEARS" UNLESS SPECIFIED AS WEEKS, MONTHS, ETC.

Record		Form	<u>Retention of Official Records</u>		
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
401	VENDOR AND SUB-CONTRACTOR INVOICES	----	6	P	P
402	LIST OF VENDORS WITH CREDIT BALANCES	AP054 - W	0	1W	1W
403	A/P VENDOR MASTER	AP150 - W	0	1W	1W
405	A/P VOUCHER REGISTER - INPUT EDIT, BATCH BALANCING AND DISTRIBUTION				
		AP001 - D	0	6	6
		AP004 - D	0	6	6
		AP014 - D	0	6	6
		JC001 - D	0	6	6
		JC003 - D	0	6	6
409	A/P CONTROL RECONCILIATION	----	0	18M	18M
412	A/P AGED TRIAL BALANCE	AP055 - W	0	3	3
413	SPECIAL RETAINAGE ACCOUNTS	AP057 - R	0	1W	1W
414	LIST OF VENDORS WITH CREDIT BALANCES IN DIV. ORDER				
		AP053 - W	0	1W	1W
415	A/P PAYABLE MASTER FILE	AP686 - C	0	1	1

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : PAYROLL

RETENTION CODES:

W = WEEKS
M = MONTHS
P = PERMANENT
IND = INDEFINITE

ACT = ACTIVE
EY = E.Y. AUDIT
TA = TAX AUDIT

ALL PERIODS ARE IN "YEARS" UNLESS
SPECIFIED AS WEEKS, MONTHS, ETC.

Record		Form	Retention of Official Records		
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
501	WEEKLY TIME SHEETS	VARIOUS	6	P	P
502	WEEKLY PAYROLL REGISTER	PR649 - W	0	1W	1W
503	WEEKLY EXPENSE SHEETS	2620	6	4	6
504	PAYROLL CHANGES	5610	6	P	P
505	CONFIDENTIAL PAYROLL REGISTER - WEEKLY	PR649 - W	0	1M	1M
507	GROSS VOIDED & NET VOIDED CHECKS	----	6	1	6
508	CASH PAYROLL CHECKS	----	6	1	6
509	COST FOLDER	----	0	1	1
510	UNION PAYMENTS (FORMS & CHECKS)	----	0	3	3
512	WEEKLY UNION REPORT	PR888 - W	0	P	P
	MONTHLY UNION REPORT	PR888 - M	0	P	P
513	CERTIFIED PAYROLL (ON REQUEST)	WH347	6	7	7
514	W - 4'S AND NEW HIRE FORMS (PRE 1987)	----	1	P	P
515	W - 4'S AND NEW HIRE FORMS (1987 +) *while employed	----	1	P	P
516	FEDERAL I - 9 FORMS (I.N.S)	----	1	P	P

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : PAYROLL

RETENTION CODES:

W = WEEKS
M = MONTHS
P = PERMANENT
IND = INDEFINITE

ACT = ACTIVE
EY = E.Y. AUDIT
TA = TAX AUDIT

**ALL PERIODS ARE IN "YEARS" UNLESS
SPECIFIED AS WEEKS, MONTHS, ETC.**

Record	Form	Retention of Official Records			
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
517	DAILY SCRUB SHEET	PR372 - D	0	1W	1W
518	US SAVINGS BOND REGISTER	PR791 - W	0	P	P
	US SAVINGS BOND	PR783 - W	0	P	P
519	MISC. P/R TRANSACTIONS EMP. ORDER	PR471 - W	0	1W	1W
520	PAYROLL REGISTER MULTI - TRANSACTIONS	PR627 - W	0	1W	1W
521	TOTALS BY DIVISION FOR ALL EMPLOYEES	PR970 - W	0	1	1
522	PAYROLL ALPHA LIST	PR729 - W	0	1W	1W
523	INACTIVE EMP. CONTINUOUS PC REPORT	PR473 - W	0	1W	1W
524	VEHICLE FRINGE REPORT BY EMPLOYEE	PR870 - W	0	1	1
525	CASH PAYROLL	PR808 - W	0	1	1
526	CLEARANCE ACCOUNT - UPDATE - LIST - PILER	PR809 - W	0	1	1
527	PRMASTER NAME & ADDRESS PRINT	PR301 - M	0	1M	1M
528	MONTHLY UNION DIST. RPT./ L.U. 542	PR889 - M	0	2M	2M
529	ADD'L MONTHLY REPORT FOR L.U. 420	PR880 - M	0	2M	2M
531	PAYROLL EXPANDED	PR649 - W	0	1W	1W

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : PAYROLL

RETENTION CODES:

W = WEEKS
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Record		Form	Retention of Official Records		
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
532	JOB NUMBER LISTING	JC120 - W	0	1W	1W
533	EMPLOYEE SAVINGS & LOAN ACCT.	EM082 - W	0	5	5
534	EMPLOYEE SAVINGS & LOAN WEEKLY TRANSACTIONS	EM083 - W	0	5	5
535	EMPLOYEE SAVING & LOAN BALANCE	EM084 - W	0	5	5
536	EMPLOYEE SAVINGS & LOAN DEBITS	EM086 - W	0	5	5
537	JOB REPORT WEEKLY DETAIL	JC706 - W	0	1	1
538	FOREMAN'S ADVANCE	JC972 - W	0	1	1
539	CASH PAYROLL DEBIT LIST	PR333 - W	0	1	1
540	CASH PAYROLL CREDIT LIST	PR334 - W	0	1	1
544	LISTS UNION EMPLOYEES - FRINGE AMOUNTS MONTHLY	PR890 - M	0	1M	1M
545	WEEKLY ADVANCE STATUS	PR804 - W	6	1	6
546	PETTY CASH FOREMAN'S ADVANCE	PR803 - W	6	1	6
547	EQUIPMENT INCOME AUDIT	EQ601 - W	6	6W	6
548	NEGATIVE WAGE OR TAXES	PR782 - W	6	1	6

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RETENTION CODES:

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9/21/98

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : EQUIPMENT

RETENTION CODES:

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Record		Form	Retention of Official Records		
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
803	EQUIPMENT	EQ-411	0	1W	1W
809	ABRIDGED ALPHA REPORTS	PR929 - M	0	1M	1M
810	DIV. 14 JOB SUMMARY	JC710 - W	0	1	1
812	DIV. 14 JOB REPORT	JC706 - W	0	6M	6M
813	DIV. 14 FISCAL SUMMARY	JC713 - W	0	6M	6M
817	PRINTS MASTER BY SERIAL # ORDER	EQ414 - M	0	1M	1M
818	EQUIP RATE MANUAL / EQUIP SEQUENCE	EQ411	0	1W	1W
819	FRINGE BENEFIT EXCEPTION REPORT	EQ871 - W	0	1W	1W
824	TYPE I LISTING	PR871 - M	0	1	1
825	TYPE II LISTING	PR872 - W	0	1	1
826	EQUIPMENT WEEKLY DETAIL				
	P / L REPORT #1	EQ726 - W	0	1M	1M
	P / L REPORT #2	EQ727 - W	0	1M	1M
828	CURRENT WEEK & YTD SUMMARY TOTALS	EQ728 - W	0	1W	1W
		EQ729 - W	0	1W	1W
829	WEEKLY EQUIPMENT TRANS. LIST	EQ509 - W	0	P	P
		EQ510 - W	0	P	P

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : EQUIPMENT

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Record		Form	Retention of Official Records		
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
830	EQUIPMENT MASTER PRINT	EQ515 - W	0	1W	1W
833	SUMMARY OF EQUIP. INC. AND COST MONTH TO DATE	EQ460 - M	0	1M	1M
834	SUMMARY OF EQUIP. INC. AND COST YEAR TO DATE	EQ470 - M	0	1M	1M
835	EQUIP RATE MANUAL FOR DIV. #	EQ412 - M	0	1M	1M
836	EQUIP RATE MANUAL IN EQUIP NUMBER ORDER	EQ411 - M	0	1M	1M
837	EQUIP COST ANALYSIS COMPANY WIDE EQUIP ORDER	EQ480 - M	0	1M	1M
838	DIV. COST ANALYSIS	EQ480 - M	0	1M	1M
840	SELECTIVE UNENCUMBERED EQUIP.	EQ334 - M	0	1M	1M
841	H&M EQUIP #S ALL DIVISIONS	EQ414 - M	0	1M	1M
842	LICENSE LIST EQ # SEQUENCE	EQ400 - M	0	1M	1M
843	LICENSE LIST LICENSE # SEQUENCE	EQ401 - M	0	1M	1M
846	DEPRECIATION CALCULATION	EC505 - W	0	1M	1M
847	EQUIP & CAPITAL COMPARISON	EC508 - W	0	1M	1M
848	EQUIP DEPT. MINI PRINT	EC408 - W	0	1W	1W
849	SELECTIVE CAPITAL INVESTMENTS	EC510 - W	0	1W	1W

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : EQUIPMENT

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Record		Form	Retention of Official Records		
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
863	NATIONAL INC. MASTER PRINT	CI213 - M	0	P	P
865	FUEL TAX FORMS-OVER THE ROAD ALL STATES	----	6	P	P
866	VEHICLE INSPECTION LOGBOOKS	----	0	P	P
867	EQUIPMENT TITLES - CURRENT RETAINED ON-SITE OR AT BANKS	----	ACT + 20	P	P
868	EQUIPMENT TITLES-DISPOSED EQUIP	----	ACT + 20	P	P
869	DIV. 14 LEASE CONTRACTS	----	ACT + 20	P	P
870	FIDELCOR LEASES	----	ACT + 20	P	P
871	EQUIP. TRANS TO 18A1 THAT WAS PREV. PENDING	EQ551 - W	0	1W	1W
872	EQUIP PENDING TO 18A1	EQ550 - W	0	1W	1W
873	NON - WORKING EQUIPMENT	EQ605 - W	0	1W	1W
874	WRIGHT EXPRESS	WX200 - D	0	3M	3M
875	WEEKLY CAPITAL INVESTMENTS - ACQUISITION YEAR	EC509 - W	6	IND	IND
876	EQUIP. INVENTORY WORKSHEET BY ASSG. DIV. & SUP.	EQ455 - C	6	1	6

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : PEOPLE

RETENTION CODES:

W = WEEKS
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Record		Form	Retention of Official Records		
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
901	TERMINATION REPORTS	5709	1	4	4
902	PERSONNEL INFORMATION REPORT (ALPHA)	PR729 - W	0	1W	1W
903	UNION AGREEMENT & INFORMATION	----	20	P	P
904	JOB APPLICATION (ALL)	5703	1	1	1
905	UNSOLICITED RESUMES	----	0	1	1
906	INSURANCE FILE MAINTENANCE	PR991 - W	0	2M	2M
907	WEEKLY INSURANCE MASTER UPDATE	PR986 - W	0	2M	2M
908	RECALCULATION OF WKLY. INS. DED.	PR990 - W	0	2M	2M
909	DELETION LIST	PR444 - W	0	1W	1W
910	DELETION LIST	PR444 - Y	0	1W	1W
911	PRMASTER NAME & ADDRESS PRINT	PR301 - M	0	1M	1M
912	TERMINATION REPORT	PR736 - W	1	6M	6M
913	MONTHLY INSURANCE RUN	PR988 - M	0	5	5
914	MONTHLY INSURANCE SUMMARY	PR985 - M	0	5	5
915	NEW HIRE REPORT	PR091 - W	1	P	P

RETENTION CODES:

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HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : INFORMATION TECHNOLOGIES

RETENTION CODES:

W = WEEKS
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Record	Form	Retention of Official Records			
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
1001	FEDERAL/STATE/LOCAL TAX TABLES	ALLTAX	6	P	P
1002	FEDERAL/STATE/LOCAL TAX CHANGES	ALLTAX	6	P	P
1003	DAILY CASH FILE SPLITOUT AND PILE	AR201 - D	0	1W	1W
1004	COBOL SOURCE PROGRAM LISTING	COBOL	6	P	P
1005	COBOL COPYLIB LISTING	COPYLIB	6	P	P
1006	DEPRECIATION MASTER FILE	EC500 - C	6	1	6
1007	POST EQMAIN DEPRECIATION TOTALS	EC505 - W	0	1W	1W
1008	MERGE EQWEEKLY INTO EQDATABS	EQ001 - W	0	1W	1W
1009	EQUIPMENT MASTER FILE UPDATE	EQ717 - W	0	1W	1W
1010	EQUIPMENT SYSTEM PROFIT/LOSS UPDATE	EQ720 - W	0	1W	1W
1011	EDP PROGRAM REGISTER BY SYSTEM	HM001 - R	0	1M	1M
1012	EDP PROGRAM REGISTER BY REPT. #	HM002 - R	0	1M	1M
1013	DISK DATA FILES, ALPHABETICAL ORDER	HM003 - W	0	1W	1W
1014	DISK SYSTEM FILES, ALPHA. ORDER	HM002 - W	0	1W	1W
1015	CALENDAR RECORD LISTING	HM111 - Y	0	1	1

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : INFORMATION TECHNOLOGIES

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Record	Form	Retention of Official Records			
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
1016	DATE RECORD LISTING	HM112 - W	0	1W	1W
1023	TAPE - LIBRARY MASTER FILE LISTING	HM502 - R	0	1M	1M
1026	COST DISTRIBUTION REPORT A/P	JC003 - D	0	1W	1W
1027	DB WEEKLY FILE BAL. REPORT	JC004 - W	0	1W	1W
1028	MERGE JCWEEKLY INTO JCTABS	JC005 - W	0	1W	1W
1029	JCMASTER FILE TOTALS - TRL. RPT.	JC140 - W	0	1W	1W
1030	JCMASTER UPDATE - BALANCING REPORT	JC175 - W	0	1W	1W
1031	B/U JCMASTER / JCDVSPER FILES	JC206 - D	0	1W	1W
1032	JOB RPT. - CURR WEEK DETAIL	JC706 - W	0	1W	1W
1033	PTD/JTD DIV. SUPV. JOB COST TOTALS	JC790 - W	0	1W	1W
1036	WEEKLY SYSTEM BACKUP LISTS	093UTIL	0	1M	1M
1038	PRODCT. PROGRAM DOC. - HISTORY FILE	PGMDOC	6	P	P
1039	TAX, UNEMP. & WORKMAN'S COMP. TBLS.	PR020 - R	6	1	6
1040	ALPHA LISTING OF W-2'S PRINTED	PR107 - Y	6	1	6
1041	EXTR. FROM PRMASTER DATA W-2 RPTS	PR110 - Y	6	1	6

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ALL PERIODS ARE IN "YEARS" UNLESS SPECIFIED AS WEEKS, MONTHS, ETC.



10/10/19

ALL PERIODS ARE IN "YEARS" UNLESS SPECIFIED AS WEEKS, MONTHS, ETC.

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UNCLASSIFIED

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : LEGAL

RETENTION CODES:

W = WEEKS
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Record	Form	Retention of Official Records			
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
1300	CORPORATION:				
	ARTICLES OF INCORPORATION	----	IND	IND	IND
	BOARD OF DIRECTORS MINUTES	----	IND	IND	IND
	BOARD OF DIRECTORS NOTICES	----	IND	ACT +1	IND
	BYLAWS	----	IND	IND	IND
	CAPITAL STOCK GENERALLY	----	IND	IND	IND
	CERTIFICATE OF INCORPORATION	----	IND	IND	IND
	DIVIDEND RECORDS	----	IND	IND	IND
	MINUTE BOOKS	----	IND	IND	IND
	SHAREHOLDERS MEETING MINUTES	----	IND	IND	IND
	SHAREHOLDERS MEETING NOTICES	----	IND	ACT +1	IND
1301	LITIGATION / CLAIMS:				
	LITIGATION FILES	----	ACT	ACT + 2	ACT + 2
	NONLITIGATED CLAIMS	----	ACT	ACT + 2	ACT + 2
1302	GOVERNMENT:				
	EEO CHARGES	----	IND	ACT + 5	IND
	GOVERNMENT AUDITS	----	IND	IND	IND
	ADMINISTRATIVE ACTIONS	----	IND	ACT + 2	IND
	FORM EEO - 2	----	IND	ACT + 2	IND
	MISC. GOVERNMENT	----	IND	ACT + 2	IND
	EPA MATTERS	----	IND	ACT + 2	IND
1303	INTELLECTUAL PROPERTY:				
	PATENTS	----	ACT + 20	ACT + 3	ACT + 20
	TRADEMARKS	----	ACT + 20	ACT + 3	ACT + 20

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TA = TAX AUDIT

[illegible]

HENKELS & McCOY, INC.
DS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : INTERNAL AUDIT

RETENTION CODES:

W = WEEKS
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[illegible]

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : DIVISION

RETENTION CODES:

W = WEEKS
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ACT = ACTIVE
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Record		Form	Retention of Official Records		
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
1500	DAILY WORK REPORTS	VARIOUS	6	10	10
1501	PAYROLL SHEETS	5613	6	7	7
		5614	6	7	7
		5615	6	7	7
		5616	6	7	7
1502	EXPENSE SHEETS	2620	6	7	7
1503	PAYROLL CHANGES (P.C.)	5610	6	7	7
1504	FEDERAL I-9 FORMS (I.N.S.)	----	1	P	P
1505	NEW HIRE FORMS	5708	1	P	P
1506	TERMINATION REPORTS	5709	1	P	P
1507	EMPLOYMENT APPLICATIONS	5703	1	3	3
1508	UNSOLICITED RESUMES	----	0	1	1
1509	PERSONNEL FILES (ACTIVE)	----	IND	P	P
1510	PERSONNEL FILES(INACTIVE)	----	3	P	P
1511	EMPLOYEE EVALUATIONS	----	3	P	P
1512	REGULAR PAYROLL CHECK PHOTOCOPIES	----	0	2W	2W

HENKELS & McCOY, INC.
RECORDS SCHEDULE WITH RETENTION PERIODS
DEPARTMENT : DIVISION

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Record		Form	Retention of Official Records		
Item No.	Record Title & Description	No.	Legal Period	User Period	Total
1513	DIVISION FIELD CASH DISBURSEMENTS	----	6	10	10
1514	FIELD CHECK STUBS, ETC.	----	6	7	7
1515	H&M PURCHASE ORDER	58026 &	6	2	6
	DIV. PURCHASE ORDER	VARIOUS	6	2	6
1516	H&M SUB-CONTRACTS	----	6	4	6
1517	H&M PURCHASE REQUISITIONS	5801R	0	1	1
1518	UNSUCCESSFUL BIDS AND PRINTS	----	6	7	7
1519	SUCCESSFUL BIDS AND PRINTS	----	6	10	10
1520	JOB CONTRACTS AND PURCHASE ORDERS	----	ACT + 20	7	ACT + 20
1521	CHANGE ORDERS	----	6	7	7
1522	PREQUALIFICATION STATEMENTS	----	0	5	5
1523	JOB DIARIES OF LOGBOOKS	----	0	7	7
1524	A/R BATCH SHEETS	----	0	1	1
1525	A/R INVOICES (H&M AND ALL SUBSIDIARIES) AND REPLACEMENT INVOICES & ALL BACK-UP (T&M ETC.)	2622	6	7	7
1526	A/P INVOICES AND DELIVERY RECEIPTS	----	6	7	7

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9/21/98